

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

Human Resources Office, 498 Ave Lukusa, Kinshasa  
Phone 081-8806193; e-mail: HRKinshasa@state.gov



**ANNOUNCEMENT NUMBER: 13-30**

**Those who have previously applied for Position No. 13-21 need not re-apply as your application will be considered.**

**OPEN TO:** All interested candidates  
**POSITION:** Secretary, FSN-120-06; FP-8  
**OPENING DATE:** July 23, 2013  
**CLOSING DATE:** August 6, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** **Ordinarily Resident (OR):** FSN-6  
**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-8) To be confirmed by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY. FOR SALARY INFORMATION, PLEASE CONTACT HUMAN RESOURCES OFFICE: **081-8806193**.

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

*The U.S. Embassy in Kinshasa is seeking an individual for the position of Secretary in the USAID Executive Office (EXO) section.*

## **BASIC FUNCTION OF POSITION**

The primary function of this position is to provide basic secretarial and administrative services for the Executive Office.

*A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.*

## **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

**Education:** Two years of college is required.

**Experience:** Two years of secretarial and clerical experience is required

**Language Proficiency:** Level IV (Fluent) English and French is required.

**Knowledge:** Knowledge of, or ability to acquire knowledge of agency and local correspondence manuals and instruction and local clerical procedures. Should have knowledge of standard office management procedures. Must have tact, courtesy, patience, adaptability, resourcefulness, and cooperativeness, due to the fact that the job holder has to work in several different offices, with different team leaders and administrative staff and interact with all staff.

**Skills and Abilities** Must have good computer skills; organization skills, clerical and administrative skills as well as records management skills. Must have problem solving skills and show initiative in doing his/her work. Must have good communication skills and be tactful and diplomatic when dealing with a wide range of internal and external contacts. Must be flexible and able to learn quickly as will be roving from office to office.

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **DEFINITIONS**

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

*The US Mission is an equal opportunity employer.*

**CLOSING DATE:** August 6, 2013

Drafted: -HR: WBULU

Cleared: -USAID: GHOOVER (E-mail)

-HR: CKUWAKATA

Approved: HR: HMULLER