

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: 13-17

OPEN TO: All interested candidates

POSITION: **Computer Management Specialist, FSN-1805-10; FP-5 (steps 5 through 14)**

OPENING DATE: April 02, 2013

CLOSING DATE: April 16, 2013

WORK HOURS: Full-time; 40 hours/week

DURATION: 2- Year Contract

SALARY: **Ordinarily Resident (OR):** FSN-10
Not-Ordinarily Resident (NOR):
(Position Grade: FP-5) 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 Computer Management Specialist in the USAID Executive Office (EXO) section.

BASIC FUNCTION OF POSITION

As a computer Management Specialist (LAN Manager), the incumbent is expected to work independently and will be evaluated by the Systems Manager at the end of the rating period. The incumbent is responsible for the day-to-day operation and management of USAID DRC's LAN and telephone systems; develops and modifies programs to meet the Mission's rapidly changing IT environment. Provides the full range of training to users and conducts troubleshooting as needs require. The incumbent is responsible for documenting LAN activities as well as settings performed on daily basis.

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: Baccalaureate degree in computer science is required.

Experience: Five years of progressively responsible experience as a LAN computer specialist/expert is required. At least two years' experience must have been in operating computers, providing local area network and client workstation support.

Language Proficiency: Level IV (Fluent) reading, writing and speaking ability in English and French is required.

Knowledge: Thorough knowledge of LANs, computer equipment utilizing Window platform and the Microsoft Office suite. Incumbent must be competent in systems analysis, design techniques, network design fundamentals, software and hardware troubleshooting techniques.

Skills and Abilities: Incumbent must be able to handle the most complex situations confronting the operation and maintenance of IT LAN systems and programs with very little guidance from supervisor. Must be able to prioritize automation requests to meet the needs of users and the ability to enhance computer resource usage. Must be customer service oriented.

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: April 16, 2013

Drafted: - HR: WBULU

Cleared: - USAID: DJACKSON (E-mail)

- HR: CKUWAKATA

Approved: HRO: TJEVERETT