JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

Human Resources Office, 498 Ave Lukusa, Kinshasa
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ANNOUNCEMENT NUMBER: 12-31

Those who have previously applied for position no. 12-23 need not re-apply as your application will be considered.

OPEN TO:	All interested candidates
POSITION:	**Accounting Technician/Budget Analyst, FSN-410-8; FP-6**
	May be hired at Training/Developmental level
OPENING DATE:	June 11, 2012
CLOSING DATE:	June 25, 2012
WORK HOURS:	Full-time; 40 hours/week
SALARY:	Information on salary may be obtained from the Human Resources Office.
	(Position Grade: FP-6 to be confirmed by Washington)

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 Accounting Technician in the Financial Management Office (FMO).

BASIC FUNCTION OF POSITION

The position is responsible for:
-Managing all non-State Agencies budgets and budget analysis; maintaining complex accounting ledgers of the Mission and other military Agencies;
-Overseas Buildings Operations (OBO) budget preparation and monitoring for Government-owned property maintenance funds;
-Lease budget preparation and monitoring for Program and ICASS;
-Marines Security Guard (MSG) budget preparation and tracking;
-Handling and managing a large volume of Temporary Duty visitors (TDYers) and the related financial requirement.

A copy of the complete 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. Please provide any required academic diplomas and/or certificates

Education: A university degree in the area of finance, accounting, business administration or management is required.

Experience: A minimum of three years working knowledge of accounting and budget analysis is required.

Language Proficiency: Level III (Good Working Knowledge) written and spoken English is required.

Knowledge: Must have a good basic knowledge of standardized bookkeeping and accounting procedures. Must have also a good working knowledge of accounting terminology and codes necessary to classify transactions in an automated accounting system.

Skills and Abilities: The position requires good attention to details and the ability to analyze account(s) transactions to detect errors and avoids over-obligations is critical. Ability to operate a computer and proficient in spreadsheet software are required. Incumbent must have good customer service professional skills including oral and written communications skills.

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.

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

DEFINITIONS
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.

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.

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.

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: June 25, 2012

Drafted: HR: FNSASU
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