

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 097-261-6179; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 15-29

OPEN TO: All interested parties
POSITION: Accounting Technician/Voucher Examiner, FSN-7; FP-07
OPENING DATE: May 4, 2015
CLOSING DATE: May 18, 2015
WORK HOURS: Part-time (up to 32 hours)
SALARY: Information on salary may be obtained from the Human Resources Office.

The U.S. Embassy in Kinshasa is seeking an individual for an Accounting Technician/Voucher Examiner in the Financial Management Office.

BASIC FUNCTION OF POSITION

The incumbent is responsible for: maintaining the A/R system - receiving invoices and receipts, tracking phone bills sent for certification, verifying and inputting data to the spreadsheet, maintaining current and monthly files, calculating and assessing fees and producing and sending monthly billings to employees; maintaining office files - to include paid voucher data, chronological files for cables and the funding/payments spreadsheet; verifying documents processed by FSC/Charleston; receiving and routing documents and correspondence, preparing prompt pay reports; performing cost analysis in order to reduce expenses in various areas. Maintains official funds control ledger for Program, Public Diplomacy, English Teaching Program, MRV and representation allotments.

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.

Education: College education in accounting or bookkeeping is required.

Experience: Two years of clerical accounts maintenance or closely related accounting clerical work is required.

Language: Level III (Good working knowledge) English ability is required

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

Skills and Abilities: Ability to analyze accounts maintenance transactions sufficient to detect errors and avoid over-obligations. Ability to operate a computer and a 10-key adding machine. Understanding of word processing and spreadsheet software.

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.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov

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: May 18, 2015

Drafted: HR: WBULU

Cleared: - A/FMO: JRIZCALLAH (E-mail)

- HR: CKUWAKATA

Approved: HRO: CDE SILVA