

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 097-261-6179; e-mail: HRKinshasa@state.gov*

ANNOUNCEMENT NUMBER: 15-20

OPEN TO: All interested candidates
POSITION: **Administrative Clerk, FSN-105-6; FP-8**
OPENING DATE: March 31, 2015
CLOSING DATE: April 14, 2015
WORK HOURS: Full-time; 40 hours/week (for 3 months approximate)
SALARY: **Ordinarily Resident (OR):** FSN-6
Not-Ordinarily Resident (NOR):
(Position Grade: FP-8) To be confirmed by Washington

The U.S. Embassy in Kinshasa is seeking an individual for the Administrative Clerk position in the Facilities section.

BASIC FUNCTION OF POSITION

Performs clerical and administrative functions for the Facilities section. Makes appointments for the Facility Manager Officer. Types all official correspondence, memos, and participates in the management of the Facilities admin office. Prepares weekly status report, serves as translator for the office in both French and Lingala. Prepares Time and Attendance reports; ILMS data entry for Facilities Procurements, prepares work schedules and work orders, requisitions spare parts using ILMS, maintains spare parts inventories and technical libraries. Prepares travel service requests for FAC visitor to Kinshasa. Serves as maintenance motor pool vehicle dispatcher.

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: Completion of secondary school required.

Experience: Must have one to two years of experience in the fields of bookkeeping, supply, data entry, computers, or clerical work.

Language Proficiency: Level III English (Good working knowledge) is required. Must be able to read maintenance manuals and prepare required reports, work orders and requisitions in English. Should be fluent in French and Lingala and able to translate correspondence between any of the three languages.

Knowledge: Good knowledge of Microsoft Office programs and first echelon maintenance. Must understand principles of inventory control and management.

Skills & Abilities: Level II typing ability (40 wpm) is mandatory. Ability to type is essential as employee must enter data and prepare documents without secretarial support. Ability to use computer is mandatory.

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 and medical 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.
5. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

The US Mission is an equal opportunity employer.

CLOSING DATE: April 14, 2015

Drafted: - HR: WBULU

Cleared: - FAC: CFLANAGAN (e-mail)

- HR: CKUWAKATA

Approved: HRO: CDESILVA