

JOB OPPORTUNITY



USAID
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AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

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

ANNOUNCEMENT NUMBER: 13-11

OPEN TO: All interested candidates
POSITION: **Administrative Assistant, FSN-105-7; FP-7**
OPENING DATE: March 1, 2013
CLOSING DATE: March 15, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):** FSN-7
Not-Ordinarily Resident (NOR):
(Position Grade: FP-7) 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 Administrative Assistant in the USAID Office of Foreign Disaster Assistance (OFDA).

BASIC FUNCTION OF POSITION

The incumbent is responsible for carrying out all administrative management of the Kinshasa's Office of Foreign Disaster Assistance (OFDA) including budgeting; procurement and records management; and general office management as directed by the USAID/OFDA Senior Humanitarian Advisor (SHA) or his/her designee. Work may entail occasional travel to conflict-affected areas in support of OFDA teams or to follow-up on OFDA contracts for office space and logistics support in provinces of DRC that OFDA has presence.

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: Completion of high school required; some post high school, business school, financial management training or university also required.

Experience: Five (5) years of progressively more responsible experience in financial accounting, bookkeeping, budgeting or related administrative functions required; two (2) years of management/supervisory experience desired; experience in the procurement of products/services required; previous experience working with USG or other foreign mission or agency is desirable.

Language Proficiency: Level IV (Fluent) in both written and spoken English and French is required.

Knowledge: Computer skills, including Word, Excel and Power Point, Microsoft Outlook and will need to learn specialized USAID programs including WebTA, Phoenix and GLAAS. The position requires familiarity with computer accounting programs and understanding of basic accounting.

Skills and Abilities: Maintain accounting books; prepare detailed financial reports; good writing skills; follow detailed regulations, manuals and directives; be customer service oriented; strong interpersonal, communications and negotiation skills; and ability to function in a team environment, as well as independently.

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 EFM's 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.

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 EFM's and EFM's 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: March 15, 2013

Drafted: - HR: WBULU

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