

# JOB OPPORTUNITY



**USAID**  
FROM THE AMERICAN PEOPLE

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 081-8806193; e-mail: HRKinshasa@state.gov

**ANNOUNCEMENT NUMBER: 13-02**

**OPEN TO:** All interested candidates  
**POSITION:** **Administrative Assistant, FSN-105-7; FP-7**  
**OPENING DATE:** January 10, 2013  
**CLOSING DATE:** January 24, 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 Financial Management (OFM).*

## **BASIC FUNCTION OF POSITION**

Performs all administrative-type duties for the USAID Office of Financial Management (OFM). Responsible for the calculation and preparation of bills of collection and monitoring and tracking collections. The position serves as the USAID/DRC Time and Attendance Coordinator for all employees. This position also supports the Voucher Section of the OFM with routine processing during peak processing periods.

*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 secondary school is required. Some post secondary business or secretarial college is desirable.

**Experience:** Two to three years of secretarial and clerical experience required. At least one year with a U.S. Government agency desirable.

**Language Proficiency:** Level III English, reading, writing, and speaking, language ability and Level IV French, reading, writing, and speaking, is required; command of vocabulary and punctuation for written work. This will be tested.

**Knowledge:** Thorough knowledge of Congolese correspondence, style, and protocol.

**Skills and Abilities:** Level II typing ability (40wpm minimum, this will be tested). Ability to receive visitors and to respond to diversified telephone inquiries. Ability to use computer, database and spreadsheet programs, including the ability to translate from French to English, and English to French; must display organizational skills, initiative as a self-starter. Ability in managing and culling files of outdated material no less than quarterly. Ability to work under pressure and multitask.

## **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.

## **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: January 24, 2013**

Drafted: HR: FNSASU

Cleared: USAID: HKHAN (email)

HR: CKUWAKATA

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