



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF CONGO

Reference No.: AID-15-02

Position/Salary Range: Administrative Assistant; FSN-7
Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage

Open To: All DRC citizens

Location: USAID/Democratic Republic of Congo
Kinshasa, DRC

Opening: March 17, 2015

Closing: April 3, 2015

Work Hours: Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.

Completion of a high school degree and a good working knowledge of English (Level III) both in oral and written communication is a requirement for this position.

Basic Function of Position:

The incumbent will serve as the Administrative Assistant of the CARPE office within USAID/DRC.

Major Duties and Responsibilities:

Administrative and Office Operations

- Makes appointments, answers phones, receives guests and places telephone calls as required and directed by CARPE staff.
- Drafts responses to correspondence for the signature of the staff in both English and in French as appropriate
- Ensures proper use of office equipment; work closely with the IT section to ensure that regular servicing is maintained for computers, printers and copy machine.
- Under the supervision of the CARPE Program Specialist, maintains official filing system for the CARPE office in a manner consistent with USAID policy and guidelines and instructions from the CARPE Director.
- Assists with organization and maintenance of a library for the CARPE office
- Establishes organizes, and maintains orderly records, including chronological and subject files.
- Maintains and updates CARPE contact list for CARPE partners and related donors.
- Working with the Embassy's Travel Section, arranges local and international travel for CARPE staff and TDYers including preparation for travel support requests. Works with Embassy to ensure hotel reservations, transport, applications for visas and permits, and provides related administrative support as needed. .
- Drafts and/or processes country clearance requests.
- Drafts travel orders for CARPE staff and prepare staff travel vouchers.
- Proofreads written materials, as requested before transmittal for accuracy, drafts and finalizes correspondences for all CARPE staff.

Liaison and Program Support

- Maintains close liaison with USAID/DRC Offices (Directors Office, Executive, Financial Management and Procurement offices), and the U.S. Embassy JAO and Security offices on matters related to office administration; CARPE staff, office property inventory; procurement of office supplies, vehicle requests; work orders and staff travel and TDY clearances.
- Works closely and assists the Program Specialist in performing certain program management functions e.g. requesting information from CARPE partners, tracking submission of reports by partners, maintaining program data base, and electronic filing of reports and correspondence

Required Qualifications at the Full Performance Level:

Education:

High school diploma minimum required. Vocational training in related field is preferred.

Prior Work Experience:

Three years of experience working as secretary /admin asst. is required.

Language Proficiency:

English at level-3 and fluency in French.

Knowledge:

Good knowledge office management/secretarial functions is required.

Evaluation Criteria and Weights:

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and good working knowledge of English requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](#). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-15-02) and the Title of the Position(s) for which you are applying (Administrative Assistant-CARPE office).

Submit the complete application package via email, to usaidhrkinshasa@usaid.gov

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: April 3, 2015.

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.