

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa  
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**ANNOUNCEMENT NUMBER: 12-46**

**OPEN TO:** All interested candidates  
**POSITION:** **Alumni Coordinator, FSN- 6005-8; FP-6**  
**OPENING DATE:** August 17, 2012  
**CLOSING DATE:** August 31, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** **Ordinarily Resident (OR):** FSN-8  
**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-6) To be confirmed by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY.

**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 Alumni Coordinator in the Public Diplomacy section.

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Public Diplomacy Officer responsible for cultural affairs, the Alumni Coordinator will engage with past participants of our programs and further increase their understanding of U.S. policies and values. This will be done by organizing alumni workshops and meetings at the Embassy, involving alumni in current programs, and encouraging alumni in local NGOs to apply for future U.S. funding opportunities.

*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:** A university degree in the liberal arts, education, business, social sciences or related fields is required.

**Experience:** Three years of progressively responsible experience in cultural activities or related fields is required. Experience planning large-scale events, such as award ceremonies, is required.

**Language Proficiency:** Level IV (Fluent) English and French are required. Level III (Good Working Knowledge of one of the 4 most spoken local languages (Lingala, Swahili, Kikongo and Tshiluba) is also required.

**Knowledge:** Must have a working knowledge of a wide range of techniques, practices, methods and principles associated with maintaining and growing membership organizations. Must have a good working knowledge of Congolese institutions, cultural movements and key personalities, as well as of Public Diplomacy (PD), its goals and programs. Knowledge of computer hardware and software programs, database management software and social media platforms.

**Skills & Abilities:** Excellent interpersonal and cross-cultural skills. Have ability to develop and cultivate organizations and communities, including online communities.. Demonstrated skills in managing and maintaining electronic databases. Demonstrated ability to work with high-level government officials, with international donor groups, and other U.S. Government agencies. Can prioritize work schedule and incoming requests.

## **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.
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:** August 31, 2012

Drafted: - HR: FNSASU

Cleared: - PAO: EMASI (e-mail)

Approved: HRO: TJEVERETT