

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

**Human Resources Office, 498 Ave Lukusa, Kinshasa**

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

**ANNOUNCEMENT NUMBER: 12-54**

**OPEN TO:** All interested candidates

**POSITION:** Budget Analyst/IMET Manager–FSN-401-9, FP-5 (Steps 1 through 4)

**OPENING DATE:** August 27, 2012

**CLOSING DATE:** September 10, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-9

Not-Ordinarily Resident (NOR):  
(Position Grade: FP-5) To be determined 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 Budget Analyst/IMET Manager, in the Office of Security Cooperation (OSC).*

## **BASIC FUNCTION OF POSITION**

**Budget Analyst duties:** Serves as the Budget Analyst for the Office of Security Cooperation, with the responsibility of performing the complete range of budget administration and control, including technical operations in support of the budget formulation, execution and financial program planning and budget analysis. Certifies lines of accounting (OMA and T-20) and reconciles funds in the Defense Travel System (DTS), SAARMS and GFEBs, and assumes the technical budget support duties for Office of Security Cooperation (OSC), Operations & Maintenance (OMA), Theatre Command Authority (TCA), Morale, Welfare & Recreation (MWR), ADP and Army Family Housing (AFH) operating funds and other funding categories as assigned to OSC from the Headquarters. Performs all technical operations in support of budget formulation, budget execution, reporting and other requirements, using two DoD authorized budget management systems. Provide financial support to military programs and teams deployed in the Democratic Republic of Congo. Controls, reconciles, reports and closes out funding memos (MIPRs).

**International Military Education and Training (IMET):** Participates in the development, implementation and administration of AFRICA ENDEAVOR, Africa Center for Strategic Studies, US military academy exchange program, US Military Academy application program and other OSC programs by providing advice and assistance regarding the feasibility of program operation from the standpoint of funds program needs and other resources requirement. Responsible for administrative requirements for official OSC visitors. Responsible for preparing all official travel orders. Translates documents from French into English and vice versa. Updates and maintains office files. Updates and maintains all office automation equipment. Serves as the Principal Training Manager of the OSC IMET program. Provides administrative operations in support of Foreign Military Sales, Foreign Military Financing and Excess Defense Article.

*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:** College degree is required in Business Administration/Accounting.

**Experience:** Four years of progressively responsible experience in budget work and accounting is required, which includes two years minimum of administrative related skills.

**Language Proficiency:** Level IV (fluent) English and French is required. Level III (Good working Knowledge) Lingala is required

**Knowledge:** Must have solid knowledge of accounting principles; preparation of accounting reports, office budget submission, supply inventories, administrative reports, travel orders. Good knowledge of host country military infrastructure, its policies, regulations, procedures and objectives. Good knowledge with respect to USG objectives with respect to military training and assistance programs.

**Skills and Abilities:** Type correctly 40 words per minute (will be tested). Good organizational skills and sound judgment. Computer fluency, polished personal skills to receive official visitors and to conduct coordination with senior host country officials. Must possess a valid driver's license.

## **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:** September 10, 2012

Drafted: HR: FNSASU  
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