

JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 097-261-6179; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 15- 50

OPEN TO: All Interested Parties

POSITION: Sr. Administrative Management Specialist/Operations Manager, FSN 540-09, FP-05

OPENING DATE: September 23, 2015

CLOSING DATE: October 07, 2015

WORK HOURS: 40 hours/week

SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-4 to be confirmed by Washington)

The U.S. Embassy in Kinshasa is seeking an individual for the position of Sr. Administrative Management Specialist/Operations Manager for CDC.

BASIC FUNCTION OF POSITION

Job holder oversees the day-to-day management and administrative functions in support of a broad range of agency-funded HIV/AIDS program activities that are implemented by specific program offices, branches or programmatic teams and serves as an advisor senior management as the expert on administrative and operational issues. This is done through direct supervision and management oversight of a team of administrative specialist staff. The work portfolio includes human resources, procurement, travel and logistics.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office.

QUALIFICATIONS/SKILLS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Bachelor's degree or host country equivalent in public administration, business administration, management or finance or similar area is required.

Experience: This position requires a total of seven years of experience. Specifically: a) five years of progressively responsible administrative management experience and b) an additional two years of experience at the supervisory level that includes direct supervision of staff.

Language Proficiency: Level IV (fluency speaking/writing) in English and French is required. Good working knowledge/speaking/writing) of one of the major local languages in DRC required.

Knowledge: A thorough knowledge of Agency/CDC and applicable inter-agency management operations, to include human resources, procurement and contracting (including grants, contracts and/or cooperative agreement audit and accounting requirements), travel, IT, and other administrative procedures, regulations, and requirements is required.

Skills and Abilities: The ability to assess problems and develop realistic solutions (how to plan for and administer available resources of funds, personnel and equipment in the best interest of CDC program objectives) is required. Excellent inter-personal skills in order to coordinate with USG and implementing/cooperating partners to ensure mutual cooperation are required. Ability to plan budget expenditures to meet PEPFAR and other program needs is required. Ability to coordinate and negotiate effectively with ICASS providers is required. Intermediate user level of word processing, spreadsheets and databases is required. A facility to work with higher mathematical calculations for purposes of reporting is required.

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 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.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov

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.

The US Mission is an equal opportunity employer.

CLOSING DATE: October 7, 2015

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