

# JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa  
Phone 081-8806193; e-mail: HRKinshasa@state.gov*

**ANNOUNCEMENT NUMBER: 15-45**

**OPEN TO:** All interested Candidates  
**POSITION:** Commercial Assistant, FSN-1510-9; FP-5 (steps 1 thru 4)  
**OPENING DATE:** August 12, 2015  
**CLOSING DATE:** August 26, 2015  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Ordinarily Resident (OR): FSN-9  
Not-Ordinarily Resident (NOR):  
(Position Grade: FP-5) To be confirmed by Washington

**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 Commercial Assistant in the Economic Section.*

## **BASIC FUNCTION OF POSITION**

Incumbent serves as Economic/Commercial Section's Commercial Assistant (CA), the Embassy's primary point of contact on U.S./DRC business-related issues. Commercial Assistant seeks out and responds to commercial contacts in order to promote U.S. business with, investment in, and exports to the DRC. Commercial Assistant also reports orally and in writing on Congolese business environment.

*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:** University degree in business administration or economics is required.

**Experience:** At least five years progressive experience in commercial or economic work.

**Language Proficiency:** Level IV English ability (fluent) is required. Fluent French and a good knowledge of other local languages are required.

**Knowledge:** Institutions, personalities and developments in Congolese financial and economic sectors, especially commercial investment/activity, regulations and practices. Knowledge of U.S. Embassy commercial reporting requirements and procedures. Knowledge of computer-based Word and data processing.

**Skills & Abilities:** Must have English/French writing and editing skills. Must be able to interview, advise, analyze, and mediate. Shows initiative in collecting information, responding to U.S. and DRC commercial inquiries, and keeping Officers apprised of DRC business developments and opportunities. Must have office skills, including Word and data/spreadsheet application. Works well with Locally Employed Staff colleagues and USG supervisors.

## **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. Current employees serving a probationary period are not eligible to apply. 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply. 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.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or
2. A current resume or curriculum vitae that provides the same information as a DS-174;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to [HRKinshasa@state.gov](mailto: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: August 26, 2015**

Drafted: HR: WBULU

Cleared: ECON: JKELLEY (e-mail)

HR: CKUWAKATA

Approved: HR: HMULLER