

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 097-261-6179; e-mail: HRKinshasa@state.gov*

ANNOUNCEMENT NUMBER: 15-16

OPEN TO: All interested parties
POSITION: Computer Management Assistant (LAN), FSN-1805-9; FP-5
OPENING DATE: March 6, 2015
CLOSING DATE: March 20, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office
(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 Computer Management Assistant (LAN) in the Information Service Center (ISC).

BASIC FUNCTION OF POSITION

Serves as one of the two FSN Computer Management Assistants with a specialty in hardware and software in the Information Systems Center. Works under the guidance of the senior FSN Computer Management Specialist and the American Information Program Officer in maintaining a complex LAN with over 200 clients and over 12 servers. Provides a wide range of technical assistance and training to the Mission. Maintains the IRC LAN consisting of over 12 computers.

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. Please provide any required academic diplomas and/or certificate.

Education: Completion of secondary school and, at a minimum, 2 years of technical or college level training course with emphasis on an ADP-related field. (Automated Data Processing.)

Experience: Minimum of 3 years of progressively responsible work, of which at least 2 years include computer-related, operational tasks. Experience with Windows 7, Server 2003 and Exchange 2003 is required.

Language Proficiency: Level III (Good working knowledge) English is required. Must know computer language related to applications, for example, Visual Basic.

Knowledge: Good understanding of computer equipment and software capabilities, limitations and usage. Comprehensive of post, Department and other support agencies' ADP policies.

Skills and Abilities: Must have excellent systems operational abilities and sound troubleshooting techniques. Must be able to prioritize automation requests to meet the needs of users and ability to enhance computer resource usage.

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 maintain a 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.
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 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: March 20, 2015

Drafted: - HR: WBULU

Cleared: - IMO: TSTULTZ (e-mail)

- HR: CKUWAKATA

Approved: HRO: CDESILVA