

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: 15-09

OPEN TO: **U.S. Citizen Eligible Family Members (AEFMs) only** – All Agencies

POSITION: **Consular Assistant, FP-07** (Secret Clearance required)

OPENING DATE: February 20, 2015

CLOSING DATE: Open Until Filled

WORK HOURS: Full-Time - 40 hours/week

SALARY: Information may be obtained from the Human Resources Office.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Consular Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

Serves as a Consular Assistant under the direct supervision of the Consul or other commissioned Consular Officer. The primary responsibility of this position is the preparation of all immigrant, asylum, refugee, and diversity visa cases for adjudication by a commissioned consular officer. Additionally, assists with limited services to American Citizens. Takes applicants' fingerprints for Non-Immigrant and Immigrant Visa, and provides back-up support for Non-Immigrant Visa data entry. Replies officially via email to all DV and IV inquiries in English. Prepares revocation memos for all cases returned to the National Visa Center.

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

QUALIFICATIONS/SKILLS REQUIRED

NOTE: Applicants must provide specific and comprehensive information to support each criteria below and comprehensive information supporting each item.

Education: High School Diploma is required. Education may be substituted by equivalent number of years of experience in this specialized field.

Experience: Relevant visa office, embassy or consulate experience in working with the public and government officials in the area of fraud detection and prevention and visa law and adjudication is required. Extensive customer service experience is required.

Language Proficiency: Level III (Good Working Knowledge) English is required.

Knowledge: Must have highly developed understanding of U.S. immigration law and visa regulations.

Skills and Abilities: Must have current computer skills including all Windows applications (Word, Excel, Outlook, Power Point) and an aptitude for learning consular specific computer applications that use an array of electronic hardware and software.

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.

The candidate must be able to obtain and hold Secret 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. The candidate must be able to obtain and hold security clearance.
5. 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.

The US Mission is an equal opportunity employer.

CLOSING DATE: Open Until Filled

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