

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

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

**ANNOUNCEMENT NUMBER: 12-21**

*Those who have previously applied for position no. 12-13 need not re-apply as your application will be considered.*

**OPEN TO:** All interested candidates  
**POSITION:** Cultural Affairs Assistant, FSN-405-9; FP-5 (Steps 1 through 4)  
**OPENING DATE:** May 7, 2012  
**CLOSING DATE:** May 21, 2012  
**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 Cultural Affairs Assistant in the Public Diplomacy Section.

## **BASIC FUNCTION OF POSITION**

Under the general guidance of the Public Affairs Officer (PAO), incumbent carries out assignments related to planning, executing, and implementing American cultural programs for Congolese audiences. This position includes small and large-scale event planning. This position is also responsible for identifying opportunities to develop public-private partnerships.

**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:** A university degree in the liberal arts, education, business, social sciences or related fields is required.

**Experience:** Three years of progressively responsible experience in cultural activities or related fields is required.

**Language Proficiency:** Level IV (Fluent) English and French are required.

**Knowledge:** Must have a good working knowledge of the Congolese cultural movements, political, economic, social and educational structure, institutions, political parties and key personalities. Must have a good knowledge of Public Diplomacy (PD), its goals and programs.

**Skills and Abilities:** Typing Ability to develop and maintain access to target contacts in governmental, educational and cultural circles to plan and carry out assigned projects. Ability to measure results of cultural programming. Ability to maintain a database online and draft reports in English and French. Must be able to develop and maintain relationships with relevant business partners and to draft a business case and a business plan. Must be able to handle all aspects of event planning, including arrangements for visits from American participants.

## **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 EFMs 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 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:** May 21, 2012

Drafted: HR: FNSASU

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