

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

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

**ANNOUNCEMENT NUMBER: 13-41**

**OPEN TO:** All interested candidates

**POSITION:** Cultural Affairs Assistant, FSN-405-9; FP-5 (Steps 1 through 4)

**OPENING DATE:** October 9, 2013

**CLOSING DATE:** October 23, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **Ordinarily Resident (OR):** FSN-9  
**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-5 (steps 1 thru 4) to be determined 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 Cultural Affairs Officer (CAO), 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 and follow-up reporting. This position is also responsible for cultivating relationships with cultural entities and personalities.

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

**Experience:** Three to five years of progressively responsible experience in cultural activities or related fields. Experience drafting business/program plans.

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

**Knowledge:** A good working knowledge of the Congolese political, economic, social and educational structure, institutions and political parties. A very strong knowledge of cultural institutions and personalities. Good knowledge of PD programs.

**Skills and Abilities:** Ability to develop and maintain contacts at both high and lower levels of government, education, cultural and youth circles. Ability to plan and carry out assigned projects, to measure and report the results of cultural programming using both social and traditional media, and to help plan broader engagement. Ability to maintain an online database, and to draft reports in English and French. Skill in handling all aspects of event planning, including arrangements for visitors from the U.S. or other countries.

## **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 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 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.
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:** October 23, 2013.

Drafted: HR: WBULU

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