

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

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

**ANNOUNCEMENT NUMBER: 13-28**

**OPEN TO:** All interested candidates  
**POSITION:** **Cultural Affairs Specialist, FSN-6005-10; FP-5 (steps 5 through 14)**  
**OPENING DATE:** July 09, 2013  
**CLOSING DATE:** July 23, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office.

**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**

Using highly developed expertise in the educational and cultural fields, serves as the senior Locally Employed Staff (LEStaff) advisor and assistant to the Cultural Affairs Officer (CAO) in planning, scheduling, and administering an all-inclusive and major country-wide cultural and educational program of broad scope and considerable complexity designed to provide better understanding of U.S. policies and achievements among key audiences of the host country through educational, cultural, and professional exchanges programs.

*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, social sciences or related fields is required.

**Experience:** At least five years progressively responsible experience in education/education administration, higher education, and/or cultural programming.

**Language Proficiency:** Level IV (fluent) English and French (written and spoken) is required.

**Knowledge:** Broad knowledge of public and private Congolese political, educational, social and economic institutions. In depth knowledge of host country universities, professors, and student bodies. Appreciation of U.S. policy objectives as described in the Mission's strategic planning documents. Knowledge of U.S. institutions and culture necessary to recruit candidates and prepare grantees for departure to the U.S..

**Skills and Abilities:** Excellent interpersonal skills, judgment, political sensitivity, and ability to work in a team. Excellent written and oral communication skills. Ability to multi-task. Flexibility and sensitivity in adapting to full range of duties and contacts at all levels. Full fluency with internet, Microsoft Word, PowerPoint, Excel, and required databases. Ability to organize and maintain job-related paperwork in shared workspace on Embassy network.

## **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.

## **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. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.

## **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 safehaven abroad, or alternate safehaven 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: July 23, 2013**

Drafted: HR: CKUWAKATA

Cleared: PAO: EMASI (e-mail)

PDO: ACANTER (e-mail)

Approved: A/HRO: HRMULLER