

# 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: 12-59**

**OPEN TO:** All interested candidates

**POSITION:** Education Advisor, FSN-6105-8 (Exception Rate Range - ERR), FP-6

**OPENING DATE:** September 25, 2012

**CLOSING DATE:** October 9, 2012

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

**SALARY:** **Ordinarily Resident (OR):** FSN-ERR-8

**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-6) To be determined by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY. FOR SALARY INFORMATION, PLEASE CONTACT HUMAN RESOURCES OFFICE: **081-8806193**.

**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 Education Advisor, in the Public Diplomacy Section.*

## **BASIC FUNCTION OF POSITION**

Under the supervision of the PAO and PDO for Cultural Affairs, the incumbent organizes, plans, and implements the educational advising program in the DRC, which is co-located with the Congolese-American Language Institute (CALI). Duties include informing Congolese about higher education opportunities in the U.S.; performing group and individual advising on applying to U.S. institutions and accessing scholarships, planning and implementing an annual country-wide outreach strategy; developing and maintaining contact with admissions counselors at U.S. institutions, and coordinating their visits to the DRC; managing the EducationUSA-Kinshasa advising budget; and developing and maintaining high level contacts within the DRC education sector.

*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 minimum of a Bachelor's degree in Liberal Arts or related fields is required.

**Experience:** Three years of experience in an educational environment, with significant responsibility for verbal and written communications, customer service, and interaction with high level officials is required. First-hand educational experience in both the US and the DRC is required.

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

**Knowledge:** Must have extensive knowledge of the U.S. higher education system, including all types and levels of accredited degree granting institutions and their admissions processes. Must understand higher education financing and scholarship opportunities. Must have an understanding of how educational advising fits into the wider U.S. Mission in the DRC. Must have in depth understanding of customer service best practices.

### **Skills and Abilities:**

- Must be proficient in Microsoft Office Suite, specifically, Word, Excel, and Powerpoint; database management
- Use of social media (e.g., Facebook and Twitter) to communicate with clients and promote EducationUSA in the DRC
- Developing and implementing an annual budget.
- Organizing and facilitating presentations and workshops; public speaking.

## **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 9, 2012

Drafted: HR: FNSASU

Cleared: PAO: EMASI (e-mail)

Approved: HRO: TJEVERETT