

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: 12-30

OPEN TO: All interested candidates

POSITION: **Facilities Management Assistant, FSN-1205-8; FP-06 (Security clearance required)**

OPENING DATE: June 6, 2012

CLOSING DATE: June 20, 2012

WORK HOURS: 40 hours/week

SALARY: Information may be obtained from the Human Resources Office.
(Position Grade: FP-06 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE SUBMIT ALSO COPY OF ANY REQUIRED DIPLOMA OR CERTIFICATE.

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

BASIC FUNCTION OF POSITION

Incumbent manages the work order unit of the Facilities Section to ensure ICASS standards are upheld, maximum efficiency of labor and resources, and compliance with USG Safety Regulations (SHEM). He/she is assigned oversight responsibilities, including the establishment of internal controls and processes to effectively make use of labor and resources as well as developing management systems to protect USG property and materials against waste, fraud, and abuse.

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

QUALIFICATIONS/SKILLS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of College studies in Business administration, Management or closely related field is required.

Experience: 2 years managerial experience including analyzing both qualitative and quantitative data such as data sets and surveys; as well as 3 years of administrative experience including experience in a customer service environment, is required.

Language Proficiency: Level IV (Fluency) English ability and Level I (Rudimentary) French are required.

Knowledge: Familiarity with ICASS service standards, Applying analytical methods to data sets such as determining patterns or trends and drawing conclusions, and Awareness of USG Safety Regulations.

Skills and Abilities: Must be able to: manage a labor force based on evaluative activities such as identifying trends from computer generated data sets; maintain ICASS standards; and possess strong customer service skills; and accomplish a large and varied number of tasks under tight timeframes and competing resources. Must also possess excellent verbal and written communication skills and a valid driving license.

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 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.

CLOSING DATE: June 20, 2012

Drafted: HR: FNSASU

Cleared: - FAC: GPATTERSON (email)

Approved: HRO: TJEVERETT