

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: 15-17

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs) only – All Agencies
POSITION: GSO Assistant, FP-07
OPENING DATE: March 9, 2015
CLOSING DATE: Open until filled
WORK HOURS: 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office

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

BASIC FUNCTION OF POSITION

As Assistant in the General Services Section, incumbent performs a full range of administrative support and office management duties. S/he assists in all aspects of GSO operations, including Housing, Motor pool, SPM, Travel, Procurement and Customs and Shipping, and follows up on GSO activities underway. Works closely with the S/GSO to ensure work flow and issues are handled completely and expeditiously. Incumbent currently spends about 90% of his time working on Housing, leasing and make ready issues. Works with supervisors of all GSO sections on special projects as required.

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 secondary school is required.

Experience: 2 years of progressively responsible administrative experience is required. Experience in managing complex operations is required.

Language Proficiency: Level III (Good Working Knowledge) English ability is required.

Knowledge: A good working knowledge of filing systems, office management procedures and a well developed understanding of internal controls is required.

Skills & Abilities: Skills in Microsoft Office Package (Word, Excel, PowerPoint, Access, Outlook). Level II typing (40wpm) ability is required. Demonstrated abilities and capabilities in tact, courtesy, adaptability, initiative, resourcefulness, creativity, cooperativeness, and good judgment in determining priorities and making decisions. Valid driver's license and ability to drive a GOV is required.

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. Candidates must be able to obtain and hold a security clearance to be eligible for consideration. 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, 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. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov.

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.
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: Open until filled

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