

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 097-261-6179; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 15-44

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs) only – All Agencies
POSITION: GSO Specialist (Shipping and Travel), FP-5 (steps 5 through 14)
OPENING DATE: July 29, 2015
CLOSING DATE: August 12, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office.
(Position Grade: FP-5 to be confirmed 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 GSO Specialist (Shipping and Travel) in GSO Section.

BASIC FUNCTION OF POSITION

Under direct supervision of Assistant General Services Officer (or in his/her absence the Supervisory General Services Officer) incumbent is an assistant to the AGSO and assists in planning and organizing the work of the Travel and Shipping/Customs offices. Directly Supervises up to 10 LES employees involved in Travel/Expediting and Shipping/Customs processes and activities. Directs Travel/Expeditors operations including approving itineraries for official travel for the Embassy and associated agencies (DAO, USAID, OSC, and CDC) based on regulatory guidance. This includes preparing Travel Authorizations (TAs) and travel requests, ensuring compliance with FAM and FTR and performing as the Contracting Officer's Representative (COR) for the Mission Travel Management Contract and for the Expeditor Contract. Directs all Shipping and Customs activities for the Embassy and associated agencies (DAO, USAID, OSC and CDC). This includes acting as COR for Shipping contracts, monitoring all activities associated with this process and reacting to any deviation from the norms.

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: University degree in business/management/ administration/logistics or closely related field is required.

Experience: Four years of progressively responsible experience in the travel/customs/shipping field. Must have 2 years of managerial experience.

Language Proficiency Level IV English (Fluent) is required. Must understand contract and technical phrasing and terminology. Level III (good working knowledge) French.

Knowledge: A detailed knowledge of Department of State and associated agency travel regulations, instructions and procedures, 14 FAM, 3 FAM, 4 FAM and LES Handbook. Must have a good knowledge of the local customs/shipping practices and of the capability and reliability of local contractors. Must understand local work practices and customs.

Skills and Abilities: Must possess supervisory and management ability to organize, manage and supervise the travel and shipping/customs functions effectively. Ability to be innovative in an environment with constantly changing shipping/customs procedures and policies, which are subject to different interpretation by different officials. Driver's license required.

SELECTION CRITERIA

Candidates must be able to obtain and hold a security clearance to be eligible for consideration. 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. 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 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: August 12, 2015.

Drafted: HR: WBULU

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