

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

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

**ANNOUNCEMENT NUMBER: 13-01**

**OPEN TO:** Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

**POSITION:** Human Resources Assistant, FSN-305-8; FP-6

**OPENING DATE:** January 7, 2013

**CLOSING DATE:** January 18, 2013

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

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

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

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

**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.**

## **BASIC FUNCTION OF POSITION**

Responsible for the Mission's recruitment process. Seeks out qualified candidates for all levels of Mission positions, including top professional staff for USAID. Ensures the integrity of the recruitment process by strictly applying Department recruitment procedures. Assumes central payroll liaison functions: ensures accurate and correct submission of payroll data to FSC Charleston for 400+ Mission staff and resolves any resulting pay problems.

*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 education in arts, education, or other related field.

**Experience:** Three to five years of progressively responsible experience in personnel administration or closely related administrative field.

**Language Proficiency:** Fluency (Level IV) in both written and spoken English and French. Fluency in Lingala, the most commonly spoken local language in Kinshasa.

**Knowledge:** Thorough knowledge of LE Staff Recruitment Policy Guidebook and portions of 3 FAM and 3 FAH sections related to overseas recruitment and human resources management, Mission policies and procedures on recruitment of locally employed staff is required.

**Skills and Abilities:** Must be able to display tact and diplomacy in dealing with American personnel and job applicants. Ability to keep sensitive information confidential. Good typing ability and knowledge of PC operations. Prompt action taking and problem solving skills.

## **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:

1. Application for U.S. Federal Employment (SF-171 or OF-612), or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.
6. Current employees serving a probationary period are not eligible to apply.

## **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: January 18, 2013**

Drafted: HR: WBULU  
Cleared: HR: CKUWAKATA  
Approved: HRO:TEVERETT