JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

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

ANNOUNCEMENT NUMBER: 14-28

Those who have previously applied for Position No. 14-16 need not re-apply as your application will be considered.

OPEN TO:	**All interested candidates**
POSITION:	**Human Resources Clerk, FSN-305-6; FP-8**
OPENING DATE:	May 6, 2014
CLOSING DATE:	May 20, 2014
WORK HOURS:	Full-time; 40 hours/week
SALARY:	Information on salary may be obtained from the Human Resources Office.
	(Position Grade: FP-8 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 Human Resources Clerk in the Human Resources Section.

BASIC FUNCTION OF POSITION

Performs a variety of personnel clerical duties connected with American Employees and Locally Employed Staff management.

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: Completion of secondary school is required. Education may be substituted by equivalent number of years of experience in this specific field, i.e, in human resources work or closely related field.

Experience: Two to three years of progressively responsible clerical experience in human resources work or closely related fields is required.

Language Proficiency: Level III English ability (Good working knowledge) is required. Fluent French is also required.

Knowledge: Must have a good knowledge of general office procedures. General knowledge of the procedures of Department of State and associated agencies and working knowledge of pertinent personnel regulations.

Skills and Abilities: Level II typing ability (40 wpm). Must be computer literate, i.e., must have experience with MS Office package (Word, Excel, Access, Power Point, etc.) and familiar with standard office equipment (calculator, fax, and copier machine).

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 EFMs 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.

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.

The US Mission is an equal opportunity employer.

CLOSING DATE: May 20, 2014

Drafted: HR: WBULU
Approved: HRO: CDE SILVA