

# 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: 13-36**

**OPEN TO:** All interested candidates

**POSITION:** INL Program Management Assistant, FSN-1901-9; FP-5 (steps 1 thru 4)

**OPENING DATE:** September 16, 2013

**CLOSING DATE:** September 30, 2013

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

**SALARY:** **Ordinarily Resident (OR):** FSN-9  
**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-5 (steps 1 thru 4) to be determined 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 INL Program Management Assistant, in the Office of International Narcotics and Law Enforcement (INL).*

## **BASIC FUNCTION OF POSITION**

Incumbent will support the International Narcotics and Law Enforcement (INL) Section in Kinshasa by serving as a Law Enforcement Program Assistant. He coordinates with Congolese National Police, and maintains database information for Leahy Vetting by reviewing, analyzing, and keeping track of training and persons to be vetted. Reviews and analyzes implementer program proposals, monthly, and quarterly reports. Requires to travel frequently out to East to coordinate with program managers. Assists with document translation and interpreter services during meetings and serves as note-taker at meetings. Is the point of contact for all programs supported by INL. Reports to Section Director or his/her designee.

*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:** A university degree in law or legal, or closely related field is required.

**Experience:** From 3-5 years of professional experience in the field of law enforcement in the DRC as well as from 2- 3 years of management experience, i.e., such as monitoring of projects; experience in dealing with high-level government officials, and U. S. Government agencies.

**Language Proficiency:** Fluent (level IV) in English, French, Swahili and Lingala with strong writing and translation ability for French and English.

**Knowledge:** Demonstrated familiarity with international or non-U.S. organizations as well as with INL program(s). Displays a strong understanding of the requirements for coordinating U.S. programs with DRC officials and other internationals working in the same arena. Knowledge of the goals and mission of the office and INL Program. Must be familiar with the law enforcement, criminal justice and political systems of the DRC, including government and administrative practices.

**Skills and Abilities:** Must be able to work effectively with host-nation counterparts, and ministries to further U.S. program goals and objectives and communicate same in a timely and concise manner. Excellent and demonstrated writing and translating skills and interprets effectively. Finely honed interpersonal skills and be able to multi-task. Working knowledge of Microsoft Outlook, Word, Excel, and database usage.

## 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. 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.
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:** September 30, 2013.

Drafted: HR: WBULU

Cleared: - INL: OYAI

-HR: HMULLER

Approved: HRO: CDESILVA