

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa  
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**ANNOUNCEMENT NUMBER: 12-17**

**OPEN TO:** All interested candidates  
**POSITION:** Information Assistant, FSN-6105-7; FP-7  
**OPENING DATE:** March 28, 2012  
**CLOSING DATE:** April 11, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office.  
(Position Grade: FP-7 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 Information Assistant in the Public Diplomacy Section.

## **BASIC FUNCTION OF POSITION**

Under the direction of the Assistant Public Affairs Officer and Senior Press Assistant, incumbent provides day-to-day support of press section by monitoring the local media, supporting press outreach, creating media content, and reporting on local press environment and public opinion.

*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 college degree in the liberal arts, political sciences, economics, journalism, international relations, or specialized training in press and publications, writing, radio, TV, VCR, or motion pictures is required.

**Experience:** Two years of progressively responsible experience in the communications media as a journalist, writer, researcher, radio broadcaster, audio-visual specialist, or a combination of similar experience is required. Experience with management of a website is also required.

**Language Proficiency:** Level IV (Fluent) reading, writing and speaking ability in French and English is required. Level III (Good Working Knowledge) of local languages is also required.

**Knowledge:** Must have extensive and in-depth knowledge of the local media, political, economic, social and educational environments. Must understand local institutions and key figures and relationships in the media, government, and educational and business circles. Knowledge of computer hardware and software programs such as current Windows operating system and MS Office as well as various other applications. Must be capable to self-instruct in computer applications and use.

**Skills and Abilities:** The ability to use current Windows operating system is required. Must be able to develop and maintain access to target audiences at the highest levels in the media, the Ministry of Information, Ministry of Foreign Affairs, and the private sector. Ability to manage a relatively complex information program and set proper work priorities. Ability to write well and set proper work priorities. Must be able to independently organize and manage various program administration tasks through to completion. Must be able to respond quickly and logically to rapid changes in program plans. Ability to work independently.

## **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. 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 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:** April 11, 2012

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