

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: 13-46

Those who have previously applied for Position No. 13-27 need not re-apply as your application will be considered.

OPEN TO: All interested candidates
POSITION: **Information Resource Center Technician, FSN-6010-7; FP-7**
OPENING DATE: November 14, 2013
CLOSING DATE: November 28, 2013
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. PLEASE SUBMIT ALSO COPY OF ANY REQUIRED DIPLOMA OR CERTIFICATE.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Information Resource Center Technician in the Public Diplomacy Section.

BASIC FUNCTION OF POSITION

Provides research, outreach, and collection development of limited scope. Researches Information Resource Center's (IRC) electronic and traditional resources to respond to basic inquiries for information from the Congolese audience and Mission staff. Responsible for managing the IRC's technology resources, from internet-enabled computers to iPads. Maintains online catalogue of collection and online circulation software. Assists IRC director in the Outreach and Collections functions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: Applicants must provide specific and comprehensive information to support each criteria below:

Education: Three years of post-secondary education in library and information sciences or a university degree in the liberal arts, education, social sciences or related fields is required.

Experience: One year of responsible experience in traditional library reference services and in the use of emerging information technologies and electronic media resources is required.

Language Proficiency: Level IV English (fluent) in both spoken and written English and French is required.

Knowledge: Knowledge of electronic retrieval and delivery tools, in particular the Internet and standard information science practices and procedures. Familiarity with, and comfort operating, modern technology, such as e-readers and tablet computers. Basic understanding of contemporary U.S. affairs as well as knowledge of U.S. governmental and political processes.

Skills and Abilities: Excellent service orientation to target audience, interpersonal, and cross-cultural skills. Ability to carry out reference searches and respond rapidly to requests; to work effectively with American and foreign national staff; to plan, organize, and carry out assigned responsibilities using electronic based technologies, including the internet, CD-Rom, commercial on-line data bases, and print resources. Advanced information technology skills on a variety of platforms, from PCs to tablet computers.

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:

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. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.

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: November 28, 2013

Drafted: HR: WBULU

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