

# JOB OPPORTUNITY ANNOUNCEMENT

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

**ANNOUNCEMENT NUMBER: 15-40**

**OPEN TO:** All interested parties.

**POSITION:** **INL Program Assistant (EUM), FSN-1901-7; FP-7**

**OPENING DATE:** July 16, 2015

**CLOSING DATE:** July 30, 2015

**WORK HOURS:** 40 hours/week

**SALARY:** **Ordinarily Resident (OR): FSN-7**  
**Not-Ordinarily Resident (NOR):**  
(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 to fill the position of INL Program Assistant (EUM) in the Political Section.

## **BASIC FUNCTION OF POSITION**

Incumbent will support the INL section in Kinshasa by serving as the INL Asset Management Specialist. The individual's primary role will be to lead INL's ILMS End-Use Monitoring (EUM) and work closely with implementing partners and beneficiaries to compile, track, and report on property and assets donated through INL programs throughout the calendar year. This will involve frequent travel throughout the DRC and primarily to eastern provinces, where assets were donated. The job will also require working closely with the National Congolese Police's (PNC) headquarters in Kinshasa to improve communication on PNC asset 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:** Associate degree or even secretarial school certificate is required. Relevant and extensive professional or work experience may be substituted to education.

**Experience:** 2-3 years administrative experience working in a professional office setting is required. Experience working with property or asset management and with databases is required. Previous experience or exposure to work with the PNC or similar field is required.

**Language proficiency:** Level IV (Fluency) French and English is required. Level IV fluency in another widely used local language (Lingala, Swahili, Kikongo or Tshiluba) also required.

**Knowledge:** Knowledge of political situation and state of the criminal justice system in the DRC is required. Must have specific knowledge about provinces where INL is currently implementing programs.

**Skills & Abilities:** Incumbent must have excellent computer skills, including strong familiarity with basic word processing, database management, spreadsheet management (such as Microsoft Excel), email, and internet browsing. Familiarity with setting up intranet or internet websites.

## **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 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.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to [HRKinshasa@state.gov](mailto:HRKinshasa@state.gov)

## **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: July 30, 2015**

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