

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 097-261-6179; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 16-06

OPEN TO: Current Employees of the Mission - All Agencies and/or
U.S. Citizen Eligible Family Members (USEFMs),
Eligible Family Members (EFMs), or Members of Household (MOH) - All Agencies

POSITION: Management Assistant

OPENING DATE: January 28, 2016

CLOSING DATE: Open until filled

WORK HOURS: 40 hours/week but will consider part-time

SALARY: FP-05 (Position Grade de be confirmed by Washington)

The U.S. Embassy in Kinshasa is seeking an individual for a Management Assistant position in the Management Office.

BASIC FUNCTION OF POSITION

Provides support services and assistance to the Management Office in the design and implementation of Management ad hoc projects. Identifies procedural or regulatory issues and makes policy recommendations based on interpretation of regulations. Drafts and finalizes Management policies for publication. Receives, redirects and tracks all legal actions against the mission. Conducts or directs various surveys requested by the Department. Develops the content of the Mission's Intranet website. Leads Collaborative Management Initiative efforts, coordinates ICASS survey and evaluates process maps.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education: Completion of secondary school and some post-secondary training is required.

Experience: Some understanding/familiarity with scope of services provided by the Management Section is required.

Language: Level IV (Fluent) Speaking/Reading/Writing English is required.

Knowledge: Knowledge of correct English grammar, spelling punctuation, capitalization, and form to accurately prepare and edit written correspondence and reports.

Skills and Abilities: Good writing, editing and computer skills required. Must be able to use Word and EXCEL at an intermediate level. Ability to perform research and summarize results is necessary. Willingness to learn about all aspects of management services, lend assistance to each sub-section in Management as needed, ability to maintain confidentiality, exercise sound judgment, and handle sensitive information in a discrete manner and back-up the Office Manager are required. A positive approach to problem solving, good understanding of American standards of customer service, and ability to be flexible and calmly adapt to changing priorities are all essential. Must be able to obtain a secret clearance.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at (243) 97-261-6179; e-mail: HRKinshasa@state.gov.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office: 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets all of the following criteria:
 - U.S. Citizen or not a U.S. Citizen; and

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
 - Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
 - Is under chief of mission authority.
2. **U.S. Citizen Eligible Family Member (USEFM)**: A USEFM is an individual who meets all of the following criteria:
- U.S. Citizen; **and**
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
 - Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
 - resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
 - Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
3. **Appointment Eligible Family Member (AEFM)**: An AEFM is an individual who meets all of the following criteria:
- U.S. Citizen; **and**
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
 - Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
 - Is under chief of mission authority; **and**
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
 - Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
4. **Member of Household (MOH)**: A MOH is an individual who meets all of the following criteria.
- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
 - A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
 - A MOH is under COM authority;
 - A MOH may include a parent, unmarried partner, other relative, or adult child;
 - A MOH may or may not be a U.S. Citizen;
 - A MOH is **not** an EFM;
 - A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.
5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:
- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
 - Has diplomatic privileges and immunities; and
 - Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

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