

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

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

ANNOUNCEMENT NUMBER: 12-47

OPEN TO: All interested candidates
POSITION: **PEPFAR Communications Assistant, FSN-6105 -9; FP-5 (steps 1 through 4)**
OPENING DATE: August 16, 2012
CLOSING DATE: August 31, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):** FSN-9
Not-Ordinarily Resident (NOR):
(Position Grade: FP-5) To be confirmed by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY.

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 PEPFAR Communications Assistant in the Public Diplomacy section.

BASIC FUNCTION OF POSITION

The PEPFAR Communications Assistant will assist the Mission with achieving the goals set out in the annual Country Operational Plan and 5-year strategic plan for the U.S. President's Emergency Plan for Aids Relief (PEPFAR) in the Democratic Republic of the Congo. Under the supervision of the Public Affairs Officer and Cultural Affairs Officer, the PEPFAR Communications Assistant will initiate and manage PEPFAR public awareness campaigns in support of PEPFAR programs and activities. The assistant will also support the Public Affairs Section's management of the PEPFAR Small Grants program, English language scholarships to Congolese HIV/AIDS specialists, and related programming.

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 a relevant field, such as Mass Communications, Journalism, Public Relations, Development Communications or Business Marketing is required.

Experience: Three years of relevant work experience in planning large-scale events and working with print or electronic media is required.

Language Proficiency: Level IV (Fluent) English and French are required, with strong writing and translation ability.

Knowledge: Must have a good working knowledge of Congolese institutions and key personalities, as well as of Public Diplomacy, its goals and programs. Excellent English and French writing and translation skills, with substantial experience and/or education in public relations or other related field. Must be comfortable working with basic fiscal tasks, including budgeting, accounting and grants management. Knowledge of software programs, social media platforms and financial management and budgeting software.

Skills & Abilities: Excellent interpersonal and cross-cultural skills. Have ability to develop and cultivate organizations and communities, including online communities. Demonstrated skills in applying computer software for developing visual presentations, posting information to the websites and managing and maintaining electronic document libraries and databases. Demonstrated ability to work with high-level government officials, with international donor groups, and other U.S. Government agencies.

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 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: August 31, 2012

Drafted: - HR: FNSASU

Cleared: - PAO: EMASI (e-mail)

Approved: HRO: TJEVERETT