



USAID
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DEMOCRATIC REPUBLIC OF CONGO

Reference No.:	AID-15-04
Position/Salary Range:	Program Assistant; FSN-7 <i>Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage</i>
Open To:	All DRC citizens
Location:	USAID/Democratic Republic of Congo Kinshasa, DRC
Opening:	March 17, 2015
Closing:	April 3, 2015
Work Hours:	Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.

Completion of high school degree and a good working knowledge of English (Level III) both in oral and written communication is a requirement for this position.

Basic Function of Position:

The incumbent handles programmatic and administrative matters for the health office. He/She is required to develop and maintain regular contacts with USAID partners and local officials, including participation in meetings. Also he/she is in charge of office supplies equipment maintenance and program administration.

Major Duties and Responsibilities:

- Ensures office runs smoothly; answers phones, receives guests in the absence of the escort, and places calls as required by Health staff,
- Submits the RSO advance notice for visitors' access to the building;
- Follows up on RSO advance notice approvals;
- Drafts and finalizes correspondences for all Health staff;
- Formatting memos & letters before mailing them to destination;
- Follows up on action-items from staff meetings;
- Maintains a database on all USAID partners, GDRC officials, hotels ... contacts,
- Makes appointments for the Health Office Director & the Deputy Director;
- Co-ordinates visitors calendar and organize meetings with USAID partners and local officials.
- Making sure everything is settled for Health Office Meetings and conferences;
- Working with C&R on actions copies;
- Performing GLAAS Actions as necessary;
- Translates non-technical documents as necessary.

FILING SYSTEM

- Maintains official filing under USAID policy and guidelines;
- Maintains orderly records, including chronological and subject files and other resources for the Health Office;
- In Collaboration with C&R and Office Heads, submitting the vital records;
- Setting up and submission of the Health Office filing inventory and disposition plan each end fiscal year.

SMALL PROCUREMENT:

- Make sure there's no stock out of office supplies;
- Making procurement of supplies requests through EXO (for example: toners, cartridges ...);
- Ensures operation of equipment by completing preventive maintenance requirements;
- Communicating with EXO & IT if there's a need for equipment repairs;
- Making request for petty-cash for miscellaneous expenses;
- Keeping the Health Office petty-cash.

LOGISTIC RESPONSIBILITIES:

- Sending invitation letters for traveler's application for visa;
- Requesting the Embassy rate for hotel reservations;
- Submitting Security Travel Requests (STR) to RSO for trips in provinces in collaboration with travelers;
- Arranging logistic needs and in charge of internal orientation for in boarding staff;
- Sending Travel Support Requests to the Embassy Travel Office; and follow up with them on confirmation of hotel booking, transportation and expeditors' assistance, as well as for humanitarian flight reservations;
- Submitting cell phones & AIDNET Access requests to the IT Office for Health visitors as necessary;
- Submission of Motor-pool requests through ILMS System.

OTHER:

- May perform other duties as required in the absence of the Office Manager or the Program Assistant 1;
- Performs other similar office administrative and office management duties as assigned.

Required Qualifications at the Full Performance Level:**Education:**

Completion of High school diploma minimum is required.

Prior Work Experience:

Minimum three years prior experience in program administration, preferably with development/humanitarian organizations.

Language Proficiency:

Good knowledge (level III) in English and French is required. Fluency in at least one Congolese language highly desired.

Knowledge:

Thorough understanding of nature of goals of international development in the Public Health and Development sectors

Evaluation Criteria and Weights:

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR.

HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and good working knowledge of English requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-15-04) and the Title of the Position(s) for which you are applying (**Program Assistant**)

Submit the complete application package via email, to usaidhrkinshasa@usaid.gov

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: April 3, 2015.

The U.S. Mission in the Democratic Republic of the Congo provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.