

JOB OPPORTUNITY

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

ANNOUNCEMENT NUMBER: 15-12/B

Being re-advertised changing the closing date to read “until filled”.

OPEN TO: **Eligible Family Members (EFMs) only** – All Agencies

POSITION: **Protocol Secretary, FP-08**

OPENING DATE: March 17, 2015

CLOSING DATE: Until filled

WORK HOURS: Full time 40 hours/week
May include weekends and holidays when needed.

SALARY: Information on salary may be obtained from the Human Resources Office

The U.S. Embassy in Kinshasa is seeking an individual for a Protocol Secretary position in the Executive Section.

BASIC FUNCTION OF POSITION

Provide administrative and clerical support for Ambassador's Office, Deputy Chief of Mission's Office, Protocol Specialist and Political Section to coordinate with officials of the government of DRC and local population.

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: Completion of post-secondary school is required. Some college education with typing and computer skills is required.

Experience: Six months to a year of consolidated development of secretarial skills is required.

Language proficiency: Level IV (Fluent) English is required. Level III (Good Working Knowledge) French is required.

Knowledge : Must have general knowledge of the Department of State protocol instructions and related procedures.

Skills and Abilities: Must have keyboarding and accurate data entry skills; must be computer literate. Typing level II (40wpm).

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. The candidate must be able to obtain and hold security clearance.
5. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to 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: Until filled.

Drafted: HR: WBULU

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