

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

Human Resources Office, 498 Ave Lukusa, Kinshasa  
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**ANNOUNCEMENT NUMBER: 15-08**

**OPEN TO:** **U.S. Citizen Eligible Family Members (AEFMs) only** – All Agencies  
(Must be able to obtain Secret Clearance)

**POSITION:** **Rover Secretary, FP-07**

**OPENING DATE:** February 17, 2015

**CLOSING DATE:** Open Until Filled

**WORK HOURS:** 40 hours/week (Part-time considered)

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

The U.S. Embassy in Kinshasa is seeking an Eligible Family Member (EFM) for employment in country for the position of Roving Office Manager. The position will be based in the Eastern Congo Unit (ECU).

## **BASIC FUNCTION OF POSITION**

Provides the full range of secretarial and administrative support to State Department offices in the absence of OMS of these sections.

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.*

## **QUALIFICATIONS/SKILLS REQUIRED**

*NOTE: Applicants must provide specific and comprehensive information to support each criteria below:*

**Education:** Two years post secondary study (secretarial college, commercial college, junior college, etc.) is required. Education may be substituted by equivalent number of years of experience in this specialized field.

**Experience:** Three years of office management or general work experience is required.

**Language Proficiency:** Level IV (Fluent) English is required.

**Knowledge:** Knowledge of administrative concepts and practices to enable incumbent to recommend changes to administrative policies, devise and install procedures and office practices affecting other sections. Knowledge of the unit/section routine and procedures sufficient, e.g., to receive and refer phone calls and visitors to staff members. Knowledge of grammar, spelling, punctuation, and required formats. Knowledge of PCs, PC-based software (MS-Office preferred – Access, Excel, Word and PowerPoint) and Email is required. Knowledge and rule of formatting are required.

**Skills and Abilities:** Ability to gather information and draft complex correspondence independently is required. Ability to organize data and maintain established procedures is also required. Advanced keyboarding skills, i.e. touch typing of approximately 60-80 word per minute is required.

## **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 Secret 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.

**The US Mission is an equal opportunity employer.**

**CLOSING DATE: Open Until Filled**

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