

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

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

ANNOUNCEMENT NUMBER: 12-62

OPEN TO: All interested candidates

POSITION: Security Cooperation Programs (SCP) Assistant, FSN-1050-7, FP-7

OPENING DATE: September 28, 2012

CLOSING DATE: October 12, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-7

Not-Ordinarily Resident (NOR):
(Position Grade: FP-7) To be determined 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 Security Cooperation Programs (SCP) Assistant, in the Office of Security Cooperation (OSC).

BASIC FUNCTION OF POSITION

Serves as Security Cooperation Programs (SCP) Assistant for matters regarding Office of Security Cooperation (OSC) programs. The SCP Assistant performs a variety of administrative and management duties requiring initiative, sound judgment, resourcefulness, and a comprehensive knowledge of OSC organization, programs and mission.

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 at least two years post-secondary study.

Experience: Two years progressive work experience in clerical or administrative related fields is required.

Language Proficiency: Level III (Good working Knowledge) English and French is required.

Knowledge: Must have a good knowledge of local military structure.

Skills and Abilities: Must be able to operate a computer. Knowledge of MS Office and data base systems required. Must be able to navigate the internet to obtain essential information. Must possess a valid in-country driver's license. Must demonstrate and convey a favorable image of the organization in dealing with the public. Must be able to type and use office equipment. Must be capable of using computer equipment for word processing, and able to develop graphics and materials for briefings and other audio-visual presentations.

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: October 12, 2012

Drafted: HR: FNSASU

Cleared: OSC: MSMCCULLOUGH (e-mail)

Approved: HRO: TJEVERETT