

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

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ANNOUNCEMENT NUMBER: 15-06

OPEN TO: **U.S. Citizen Eligible Family Members (AEFMs) only** – All Agencies

POSITION: **Security Escort (When Actually Employed), FP-09 (Security Clearance required)**

OPENING DATE: February 11, 2015

CLOSING DATE: Open until filled

WORK HOURS: When Actually Employed (WAE)

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

The U.S. Embassy in Kinshasa is seeking an individual for a Security Escort (When Actually Employed) position in the Facilities Section.

BASIC FUNCTION OF POSITION

The Security Escort (SE)/ Program Monitor (PM) develops schedules for all security escorting duties assigned as well as project monitoring scheduling for assigned projects. Serves as a Security Escort accompanying Locally Engaged Staff (LES) and local contractors working in CAA areas. Serves as a Program Monitor, reading construction contracts and interpreting contract requirements to pursue the enforcement of said requirements at the direction of the Contracting Officers Representative (COR). Conducts random procurements of materials to be used in CAA locations, ensures that uncleared materials do not enter CAA locations, prevents the de-certification of CAA spaces through thoughtful consideration of all Department security regulations (must have strong understanding of complex security regulations).

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: High School degree is required.

Experience: One year administrative work experience is required.

Language proficiency: Level III (Good Working Knowledge) Speaking/Reading English.

Skills & Abilities: Incumbent must be attentive individual who has good supervisory skills over local national staff. Successful SE/PM will also have ability to interact in sometimes difficult construction projects, requiring candor in dealing with contractor employees without the direct oversight of the COR. Incumbents must be available to take post hiring training and complete required Department CORT training as well as Department Safety and Security training and be capable of enforcing it by directing others. Incumbent may be required to drive a USG passenger vehicle in the execution of their duties.

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.

The candidate must be able to obtain and hold security clearance.

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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