

# JOB OPPORTUNITY

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

**ANNOUNCEMENT NUMBER: 14-46**

**OPEN TO:** All interested candidates  
**POSITION:** **Travel Clerk, FSN-910-6; FP-8**  
**OPENING DATE:** July 7, 2014  
**CLOSING DATE:** July 21, 2014  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office.  
(Position Grade: FP-8 to be confirmed by Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE SUBMIT ALSO COPY OF ANY REQUIRED DIPLOMA OR CERTIFICATE.**

The U.S. Embassy in Kinshasa is seeking an individual for the position of Travel Clerk in the General Services Office (GSO) Section.

## **BASIC FUNCTION OF POSITION**

Works under the direct supervision of the GSO Specialist - Shipping & Travel, (or in his/her absence the Assistant General Services Officer- A/GSO). Provides assistance to American Embassy personnel and local employees for official trips.

*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 secondary school is required.

**Experience:** A combination of at least two years of travel-related experience and/or administrative experience is required.

**Language Proficiency:** Level III (Good Working Knowledge) English and level IV (Fluent) French is required.

**Knowledge:** Must have knowledge of current U.S. Mission to Kinshasa security procedures to/from the airports. Must have a good knowledge of local air travel operations, immigration rules and custom regulations, administrative practices, and border crossing procedures. Familiarity with airlines check in procedures is also required.

**Skills and Abilities:** Level II typing ability (less than 40 wpm; this will be tested). Must possess a valid Driver's license. Knowledge of Microsoft Office suite, including Word, Excel and Power Point is required. Must be able to communicate clearly and tactfully with travel customers.

## **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.

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## **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:** July 21, 2014

Drafted: HR: CKUWAKATA  
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Approved: A/HRO: HRMULLER