

JOB OPPORTUNITY ANNOUNCEMENT

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

ANNOUNCEMENT NUMBER: 14-54

OPEN TO: All interested parties.

POSITION: **Visa Assistant, FSN-1415-7; FP-7**

OPENING DATE: August 26, 2014

CLOSING DATE: September 9, 2014

WORK HOURS: 40 hours/week

SALARY: **Ordinarily Resident (OR): FSN-7**
Not-Ordinarily Resident (NOR):
(Position Grade: FP-7) to be confirmed by Washington

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 to fill the position of Visa Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

Screening and preparation of incoming documentation and information to organize and track immigrant, diversity and refugee visa requests to ensure that case files are ready for Foreign Service Officer (FSO) adjudication. Works with a standardized set of policies and regulations concerning a relatively complicated set of laws and procedures. Supports the FSN-Investigator and Fraud Prevention Unit in the detection and prevention of fraudulent activities concerning all types of immigrant visa requests.

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: Secondary schooling is required.

Experience: A minimum of two years experience in government, administrative, customer service or paraprofessional setting is required.

Language proficiency: Level IV (Fluent) English and French is required.

Skills & Abilities: Position requires keyboarding and accurate data entry skills; must be able to use specialized office equipment for visa processing. Also required to have basic mathematical skills and demonstrate aptitude for acquiring knowledge of specialized consular software and hardware products.

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.

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: September 9, 2014

Drafted: HR: WBULU

Cleared: CONS: RKAUFMAN (e-mail)

Approved: HRO:CDESILVA