

JOB OPPORTUNITY

U.S. Mission: Democratic Republic of Congo

Announcement Number: Kinshasa-2018-04R

Position Title: EFM Security Escort

Opening Period: August 06 - 17, 2018

Series/Grade: FP-0701-09

Salary: (USD) 0 - (USD) 0

For More Info: Human Resources Office
498 Ave Lukusa, Kinshasa/Gombe
E-mail Address: HRjobsKinshasa@state.gov

Who May Apply: U.S. Citizen Eligible Family Members (USEFMs) - All Agencies
FP is 09. Actual FS salary determined by Washington D.C.

Security Clearance Required: Secret

Duration Appointment: Temporary Not to Exceed (NTE) 5 years from the Entry on Duty.

(EOD)Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf> before you apply.

Summary: The U.S. Mission in Kinshasa is seeking eligible and qualified applicants for the position of Security Escort in the Facilities section.

The work schedule for this position is full time (40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency clearances or their candidacy may end.

Supervisory Position: No

Duties: The incumbent will serve as a security escort for contractors and Foreign Service National staff in controlled access areas (CAA) for the duration of their work, watching them at all times to ensure the integrity of the area is maintained.

Qualifications and Evaluations

EDUCATION: High School diploma is required.

Requirements:

EXPERIENCE: One year being responsible for money, valuables or security is required.

JOB KNOWLEDGE: Some knowledge of construction/electrical work is required.

Evaluations:

LANGUAGE: Level III (Good working knowledge) English ability and level I (Rudimentary) French is required.

SKILLS AND ABILITIES: Must be able to manage a staff of skilled and/or unskilled laborers.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Kinshasa may receive a compensation package that may include health, separation, and other benefits.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link <https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

How to Apply: All candidates must be able to obtain and hold a security certification.

1. Applicants must submit to HRjobsKinshasa@state.gov a Universal Application for Employment (DS-174) which is available at (<https://cd.edit.usembassy.gov/wp-content/uploads/sites/160/DS174.pdf>), or
2. Apply electronically thru the Mission internet site <https://cd.usembassy.gov/embassy/jobs/job-opportunities/> by clicking “*Apply online*” under the ERA logo.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Secondary school diploma
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Kinshasa.