U.S. Mission                                    Democratic Republic of Congo

Announcement Number:                      Kinshasa-2018-051

Position Title:                               Janitor

Opening Period:                                October 02 – October 12, 2018

Series/Grade:                                  LE-1305-01

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:                                For USEFM - FP is DD. Actual FS salary determined by Washington D.C.
                                               All Interested Applicants / All Sources.

Security Clearance Required:  Public Trust-Background Investigation.

Duration Appointment:  Indefinite subject to successful completion of probationary period.


Summary:  The U.S. Mission in Kinshasa is seeking eligible and qualified applicants for the position of Janitor in the Facilities Maintenance 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: Serves as a janitor with responsibility at one or more embassy locations cleaning areas as instructed or as needed. On occasion, may be temporarily assigned to a cleaning crew to assist with residence makeovers.

Qualifications and Evaluations

EDUCATION: Completion of elementary school is required.

Requirements:

EXPERIENCE: A minimum of 1 year janitorial experience required.

JOB KNOWLEDGE: Knowledge of basic cleaning operations and of security requirements is required.

Evaluations:

LANGUAGE: Level I English ability (Rudimentary) is required. Level II French is required.

SKILLS AND ABILITIES: Skill in the use of standard cleaning tools, brushes, mops, dustpans, dusters, polishes, disinfectants, sprays and stain removers, etc. Skill in avoiding breakages. Skill in the use of carpet cleaning machine.

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 (LE) 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 EFMs, 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:
AEFM / USEFM who is a preference-eligible U.S. Veteran*

AEFM / USEFM

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 on (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
• 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.