U.S. Mission: Democratic Republic of Congo

Announcement Number: Kinshasa-2018-053

Position Title: Receiving Clerk

Opening Period: October 04 – October 18, 2018

Series/Grade: LES-905-05

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: All Interested Applicants / All Sources.
For USEFM - FP is 09. Actual FS salary determined by Washington D.C.

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 Receiving Clerk in the Supply and Property Management 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: Perform activities to receive all incoming official shipments for all agencies. Provides proper storage in the receiving warehouse of all items received until items can be picked up.

Qualifications and Evaluations
EDUCATION: Completion of secondary school required.

Requirements:

EXPERIENCE: At least two years experience in property management.

JOB KNOWLEDGE: Must know the process of incoming shipments, handling of claims, and documenting damage to shipments. Knowledge of USG safety regulations is required.

Evaluations:

LANGUAGE: English and French level III (good working knowledge) is required. Knowledge of Lingala at level III also required.

SKILLS AND ABILITIES: Computer literacy is required.

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:

(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](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.

2. Apply electronically thru the Mission internet site [https://cd/usembassy.gov/embassy/jobs/job-opportunities/](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
- High 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.