U.S. Mission Democratic Republic of Congo

Announcement Number: Kinshasa-2018-031R

Position Title: Upholsterer (Garnisseur)

Opening Period: October 02 to October 12, 2018

Series/Grade: LES-1210-04

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 AA. 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 Upholsterer (Garnisseur) 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: To recover and repair office and household furniture. *(Restaurer et réparer les meubles de bureau et de maison)*

Qualifications and Evaluations

**EDUCATION:** Completion of primary school is required. Completion of vocational training, apprenticeship, or equivalent experience recognized as producing journeyman upholsterer skills is required. *(Avoir terminé avec succès le cycle d’étude primaire est requis. Une formation professionnelle, un apprentissage ou une expérience équivalente sont requis)*

Requirements:

**EXPERIENCE:** One year experience as journeyman Upholsterer is required. *(Un ans d’expérience en tant que Garnisseur est requis)*

**JOB KNOWLEDGE:** Safety enforcement and compliance. Must have basic knowledge of structure of the Embassy. *(Doit ce conformer à la sécurité de l’ambassade. Doit avoir des connaissances de base sur la structure de l’ambassade.)*

Evaluations:

**LANGUAGE:** Level I English ability (rudimentary) is all that is required. *(Niveau I d’anglais est requis.)*

**SKILLS AND ABILITIES:** Must be able to use sewing machine, to measure and cut materials. *(Doit pouvoir utiliser une machine à coudre pour mesurer et couper des matériaux.)*

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 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

How to Apply: All candidates must be able to obtain and hold a security certification. 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 apply electronically thru the Mission internet site https://cd/usembassy.gov/embassy/jobs/job-opportunities/ by clicking “Apply online” under the ERA logo.

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.