



# Job Opportunities at the U.S. Embassy in Kinshasa



**Electronic Recruitment Application (ERA)**  
**Work with the U.S. Embassy!**

# How to apply?

1. Go to the U.S. Embassy website:

<https://cd.usembassy.gov/embassy/jobs/job-opportunities/>

2. Click on the **Apply Online** to view the list of **“Open Vacancies”** page.

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Login

**Open Vacancies**

Showing 5 of 5 items found. Search for Open Vacancies

Sort By: Close Date (Ascending)

Filter Results By

- Series
- Grades
- Location
- Salary
- Agency

**Drive Cam Coordinator/Driving Trainer** Announcement #: Kinshasa-2018-23  
The U.S. Mission in Kinshasa is seeking eligible and qualified applicants for position of Drive Cam Coordinator/Driving Trainer in the Motor Pool section. The work schedule for this position is full-time (40 hours per week)

<b>Salary:</b>	(USD) \$0/Per Year	<b>Position Info:</b>	Public Non-Status Full-Time
<b>Series/Grade:</b>	LE - 1015 - 7	<b>Location:</b>	Kinshasa, CG
<b>Agency:</b>	Embassy Kinshasa	<b>Close Date:</b>	05/18/2018 (MM/DD/YYYY)

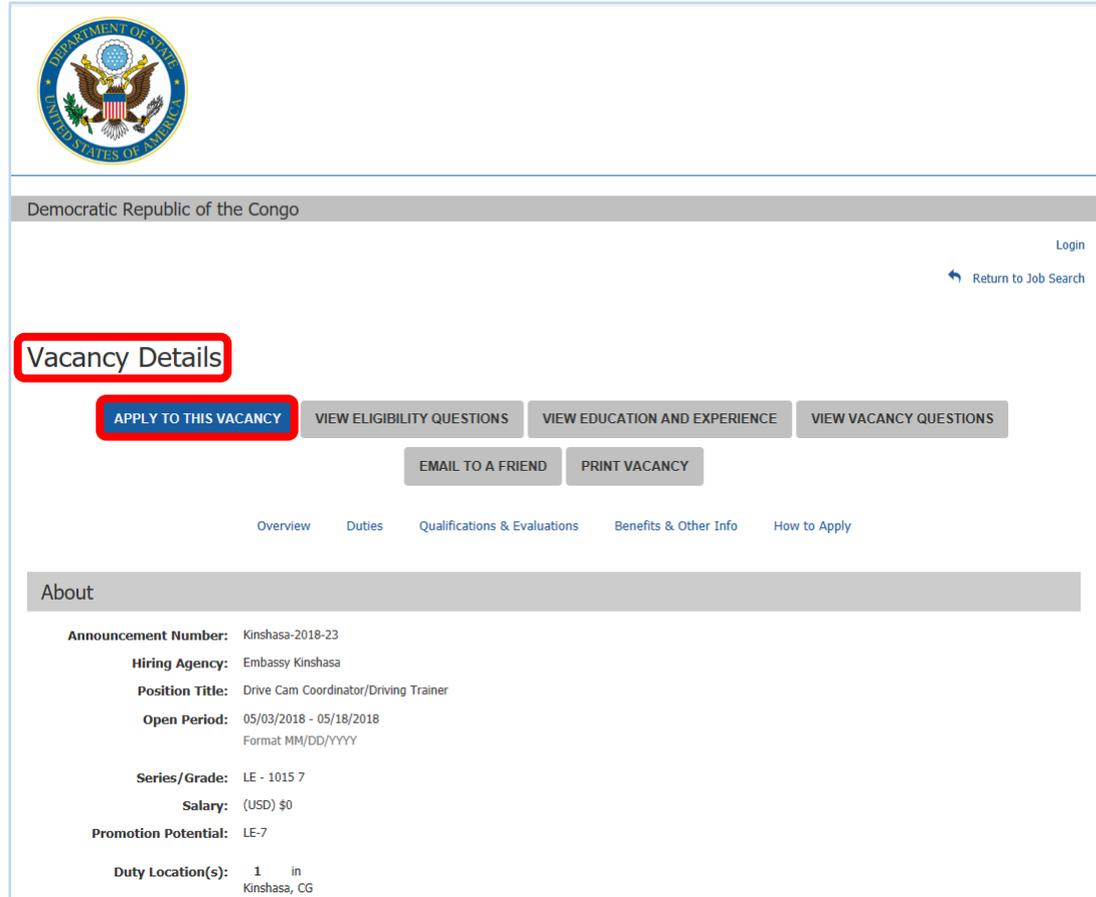
**Rover Secretary** Announcement #: KIN-2018-21  
The U.S. Mission in Kinshasa is seeking eligible and qualified applicants for position of Rover Secretary. The work schedule for this position is: Full Time (40 hours per week)

<b>Salary:</b>	(USD) \$0/Per Year	<b>Position Info:</b>	Public Non-Status Full-Time
<b>Series/Grade:</b>	FS - 0120 - 7	<b>Location:</b>	Kinshasa, CG
<b>Agency:</b>	Embassy Kinshasa	<b>Close Date:</b>	05/18/2018 (MM/DD/YYYY)

# Select your vacancy

3. Click on the job you would like to apply for and get to the “**Vacancy Details**” page.

4. Click on “**Apply to this vacancy**”



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Login

Return to Job Search

**Vacancy Details**

APPLY TO THIS VACANCY VIEW ELIGIBILITY QUESTIONS VIEW EDUCATION AND EXPERIENCE VIEW VACANCY QUESTIONS

EMAIL TO A FRIEND PRINT VACANCY

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

About

**Announcement Number:** Kinshasa-2018-23

**Hiring Agency:** Embassy Kinshasa

**Position Title:** Drive Cam Coordinator/Driving Trainer

**Open Period:** 05/03/2018 - 05/18/2018  
Format MM/DD/YYYY

**Series/Grade:** LE - 1015 7

**Salary:** (USD) \$0

**Promotion Potential:** LE-7

**Duty Location(s):** 1 in  
Kinshasa, CG

# Create an Account & Login

5. Click on **“Create an Account”** if you don't already have one
6. Enter all required information, then click **“NEXT”** bottom-left
7. Click **“DONE”** bottom-right
8. Now, please **Login** and start responding to the questions, which constitutes your actual job application



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Vacancy Details

APPLY TO THIS VACA

About

Announcement Number: K  
Hiring Agency: E  
Position Title: D  
Open Period: 05/03/2018 - 05/18/2018

### Login

Email

Password

Forgot Password?

LOGIN

Don't have an account yet?

CREATE ACCOUNT

TERMS AND CONDITIONS

By creating an account (login and password), I understand and expressly consent to the following:

- The information that I provide while filling out this online employment application form and completing the application process, including possibly sensitive data, will be transferred online, stored, and processed on a server in the United States of America. This information may or may not be provided the same level of data protection as provided in my home country.
- The information that I provide will be retained and destroyed in accordance with U.S. Department of State record retention policies and procedures.
- The information that I provide will be reviewed and used for official purposes by

# Important Note

- Note that items marked with \* are required to be filled, or the system will not let you move forward
- The step “**Application Review and Submit**” provides the opportunity to edit information if necessary before submitting



## Application Review and Submit

Please review your information below and note that you have attached **0 document(s)** to your application. Your application status will remain incomplete until you click **SUBMIT APPLICATION**.

**SUBMIT APPLICATION**

[Personal Information](#)   [Series/Grade/Location](#)   [Eligibility Questions](#)   [Education & Experience](#)   [Vacancy Questions](#)   [Documents](#)

### Personal Information

 Edit

**Name:** WILSON BULU

**Email:** Wilsonbulu9@gmail.com

**Vacancy Announcement:** Kinshasa-2018-23

**POSITION TITLE:** Live Cam Coordinator/Driving Trainer

[Back to top](#)



### Series/Grade/Location

 Edit

# Submit your application

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[Dashboard](#)

[Logout](#)



Eligibility



Education &  
Experience



Series Grade  
Location



Vacancy  
Questions



Documents



**Review and  
Submit**



Confirmation

Drive Cam Coordinator/Driving Trainer

Vacancy Closes on **May 18, 2018**

**3**  
Days

## Application Review and Submit

Please review your information below and note that you have attached **0 document(s)** to your application. Your application status will remain incomplete until you click **SUBMIT APPLICATION**.

**SUBMIT APPLICATION**

# Certify

- Before you actually submit, you **MUST** certify the declaration. **Tick the box and click the Submit button**



The screenshot shows a 'Declaration' form with a white background and a grey border. At the top center is the title 'Declaration'. Below it is a red square checkbox followed by a paragraph of text: 'I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for separation/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.' At the bottom center, there is a blue 'SUBMIT' button with a red border, and to its right is a blue 'CANCEL' button. The background of the form is a blurred application page with a blue checkmark icon and the text 'Education' and 'Experience' visible.

# Confirmation Message

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[Dashboard](#) [Logout](#)



Eligibility — Education & Experience — Series Grade Location — Vacancy Questions — Documents — Review and Submit — **Confirmation**

[Drive Cam Coordinator/Driving Trainer](#) Vacancy Closes on **May 18, 2018**

**3**  
Days

**Thank You! You have successfully submitted your application.**

Note: You can modify your application at any time before the vacancy close date. Simply return to your dashboard, select the vacancy, and update your application.

### What's Next?

- [Download a copy of this application](#) for your records.
- [View the status of this application](#) in your dashboard.
- [Return to the vacancy listing page](#) to search for more job opportunities.

[VIEW YOUR DASHBOARD](#) [RETURN TO VACANCY LISTING](#)

# Dashboard Information

Welcome, !

## Applications

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- [All](#) [Complete](#) [Incomplete](#)

Position Title Announcement Number	Application Status	Comments	Vacancy Status	Actions
<a href="#">Drive Cam Coordinator/Driving Trainer</a> Kinshasa-2018-23	<b>Grade 7</b> Application Received <span>✔ You have answered all the required questions for this grade.</span>	<b>Grade 7</b> No Comment	Accepting Applications Vacancy closes in <b>4 days</b>	<a href="#">Edit Application</a> <a href="#">Update Documents</a> <a href="#">Download Your Application</a> <a href="#">Withdraw Application</a>

Show  results per page

Note: Adobe Acrobat Reader is required to view PDF files.