



Job Opportunities at the U.S. Embassy in Bangui



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

How to apply?

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

<https://cf.usembassy.gov/embassy/jobs/>

2. Click on the **ERA (Electronic Recruitment Application)** to view the list of “**Open Vacancies**” page.

DEPARTMENT OF STATE
UNITED STATES OF AMERICA

Login

Open Vacancies

Showing 5 of 5 items found.

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)

Salary:	(USD) \$0/Per Year	Position Info:	Public Non-Status Full-Time
Series/Grade:	LE - 1015 - 7	Location:	Kinshasa, CG
Agency:	Embassy Kinshasa	Close Date:	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)

Salary:	(USD) \$0/Per Year	Position Info:	Public Non-Status Full-Time
Series/Grade:	FS - 0120 - 7	Location:	Kinshasa, CG
Agency:	Embassy Kinshasa	Close Date:	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**”



The screenshot shows the 'Vacancy Details' page for a position at the Embassy in Kinshasa. The page features the Department of State logo at the top left. In the top right corner, there are links for 'Login' and 'Return to Job Search'. The main heading 'Vacancy Details' is highlighted with a red box. Below it, a row of buttons includes 'APPLY TO THIS VACANCY' (highlighted with a red box), 'VIEW ELIGIBILITY QUESTIONS', 'VIEW EDUCATION AND EXPERIENCE', and 'VIEW VACANCY QUESTIONS'. Below these are 'EMAIL TO A FRIEND' and 'PRINT VACANCY' buttons. A navigation bar contains links for 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. The 'About' section provides the following details:

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



U.S. DEPARTMENT OF STATE
UNITED STATES OF AMERICA

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

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

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

[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 image shows a screenshot of a web application's 'Declaration' form. The form is a white box with a grey border. At the top, the word 'Declaration' is centered in a bold, black font. Below the title, there 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 of the form, there are two buttons: a blue 'SUBMIT' button with a red border, and a blue 'CANCEL' button. The background of the screenshot shows parts of the application interface, including a blue checkmark icon and the text 'Education' and 'Experience'.

Confirmation Message

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, 1

Applications

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

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

Show results per page

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