



American Embassy, Manama ✧ Human Resources Office

## **JOB VACANCY ANNOUNCEMENT HUMAN RESOURCES (HR) ASSISTANT**

**Announcement Number: 15-24**

- 
- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** **Human Resources (HR) Assistant**
- OPENING DATE:** Monday, December 28, 2015
- CLOSING DATE:** Until filled (***Applications will be reviewed every two weeks.***)
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** *Based on a full-time, 40-hour work week*
- For persons Ordinarily Resident (OR\*) in Bahrain: BD 12,333 per year (BD 1027.750/month) starting salary, including allowances (position grade FSN-07).
  - For Appointment Eligible Family Members (AEFMs\*): USD 40,665 (position grade FP-07\*).  
*\*Final grade/step will be determined by Washington.*
  - For Not Ordinarily Resident (NOR\*) in Bahrain: USD 35,014 (position grade FP-07).
- NOTE:** **ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions\* below) MUST BE IN POSSESSION OF BAHRAINI GOVERNMENT WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION.**
- LENGTH OF HIRE:** This is a temporary position for four months and not to exceed six months from the date of hire.

The American Embassy in Manama is seeking a candidate for employment as HR Assistant in the Embassy's Human Resources (HR) Office.

ONLY candidates who meet ALL the eligibility criteria listed on this vacancy announcement will be contacted.

### **BASIC FUNCTION OF THE POSITION**

The incumbent performs a variety of personnel functions in the Human Resources (HR) Office and is one of three HR Assistants in the Mission. Serves as an expert on the LE Staff Program and assists with matters relating to recruitment, benefits and compensation, personnel database maintenance, performance appraisals, personnel actions, check-in and out-processing of LE Staff employees, and other duties as assigned. Position reports directly to the Human Resources Specialist. Serves as backup for the HR Assistant (American Program) and HR Assistant (Local Program).

### **QUALIFICATIONS REQUIRED**

**Note: Items 1-5 are ALL REQUIRED. All applicants must address each required qualification level below with specific and comprehensive information supporting each item as well as provide the necessary documentation (such as copy of high school diploma, degree or driver's license).**

**1. Education:** Completion of 2-3 years of University studies in human resources management or business administration/management is required.

**2. Experience:** Minimum of three years previous experience in recruitment, personnel work, or HR related work is required.

**3. Language:** Level 3 (Good working knowledge) English is required.

**4. Knowledge:** Must acquire sound knowledge of 3 FAM, 3 FAH-2, DOS policies and regulations governing employment and compensation of LE Staff by the time expected to reach full potential. Good working knowledge of office procedures, post organization, personnel policies and procedural requirements pertaining to personnel functions is required. Thorough and detailed technical knowledge of local compensation plan, regulations pertaining to employee evaluations, processing of personnel actions, Check-out procedures and other personnel documents and policies is required. Good working knowledge of the use of personal computers, Microsoft Office Applications, WebPASS (to acquire in three months) and various DOS programs is required.

**5. Abilities & Skills:** Strong communication and service-oriented interpersonal skills are required. Ability to work independently and set priorities in order to complete work assignments in a timely manner is required. Must be able to identify and adapt to shifting priorities on a daily basis. Ability to draft correspondence and reports such as letters, Management Notices and cables is required. Ability to independently research and apply regulations correctly and to give sound technical advice to employees regarding regulations and to know when to refer more complex and sensitive cases or issues to the HR Specialist or HR Officer is required. Ability to deal tactfully and politely with Mission employees and the public, often under difficult and sometimes sensitive circumstances is required.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs\*) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to Post. A candidate must meet all the aforementioned criteria to be considered.

### **SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

### **HIRING PREFERENCE ORDER**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current Ordinarily Resident employees serving a probationary period are not eligible to apply. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current Not Ordinary Resident employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Must be able to pass a pre-employment medical examination, and must be able to obtain and maintain the appropriate security certification.

## **TO APPLY**

Interested applicants for this position must submit the following to be considered:

1. **Documentation (e.g., secondary school diploma, certificates, driver's license, copies of degrees earned) that addresses the qualification requirements of the position as listed above;**
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or Current resume or curriculum vitae that provides the same information found on the UAE (Appendix A); or Combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet.
3. (If applicable). List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.
4. (If applicable). Applicants who claim EFM or MOH\* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality and name and employing section/agency of their sponsoring family member.
5. Application must be received by the closing date specified on the announcement. Applications received after this date will **not** be considered.
6. Applications are **only** accepted in English. Certifications written in other languages need to be translated in English for consideration.

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process.

## **SUBMIT APPLICATION TO**

- E-mail: [ManamaHRO@state.gov](mailto:ManamaHRO@state.gov) (subject line: "VA 15-24")
- **Postal Address:** Human Resources Office  
Attention: Vacancy Announcement # **15-24**  
U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

## **EQUAL EMPLOYMENT OPPORTUNITY**

**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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

## **\* DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under Chief of Mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR):** An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and

- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR):** An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

---

Cleared: FMO: KPerkins; RHRO: GVonSchleh

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.  
**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special OR Reasonable Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References
- T. Residence Permit