



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 11-076

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: HR Assistant, FSN-8, multiple positions (Hiring subject to availability of funds)

(Salary approx. Tk. 48,000 per month).

Depending on qualifications and experience, Incumbent(s) may be hired at a trainee grade (one grade lower than the position grade.)

OPENING DATE: October 18, 2011

CLOSING DATE: November 3, 2011

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for **multiple Human Resources Assistant positions** in the Executive Office (EXO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The Human Resources Assistant (HRA) serves in the Human Resources Section of the Executive Office, USAID/Bangladesh. S/he is responsible for a wide variety of human resources (HR) activities dealing with all employee types – U.S. direct hires (USDHs), US personal services contractors (USPSCs), foreign service nationals (FSNPSCs), and third country nationals (TCNPSCs). The HRA provides advice, counsel, and technical guidance to Mission staff on a full range of HR matters, such as personnel actions, performance evaluations, entitlements, medical benefits, health and accident coverage (HAC), and provident fund eligibility. S/he plays a major role under the supervision of the HR Specialist (HRS) in recruitment at USAID/Bangladesh. The HRA assists the HRS in the preparation of new position classifications and re-classifications. The HRA executes PSC personnel actions, prepares vacancy announcements, negotiates personal services contracts on behalf of the Contracting Officer (CO), prepares and modifies contracts, maintains employee data, monitors performance evaluations, processes awards, oversees employee insurance coverage, and maintains employee files and records.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the HRS, plays a significant role in recruitment efforts. Prepares vacancy announcements and submits them for announcement. Monitors the selection process, contract execution, and eventually the orientation of new personnel. Screens applications against selection criteria and the position description (PD) – e.g., desired/required qualifications, prior work experience, knowledge, skills and abilities, and language proficiency. Refers eligible applicants to a selection panel. Reviews the completed OF-174 – Application for Employment prior to sending it to the Regional Security Office (RSO) for security investigations. Conducts the English and technical tests for short-listed candidates. Maintains close relations with the US Embassy local security officials and RSO in order to receive security clearances for new hires. Requests the Embassy-designated physician to conduct pre-employment medical examinations. Once the final selection is made, negotiates salary based on the Local Compensation Plan and in accordance with USAID personal services contracting procurement regulations. Prepares budgets, MAARDs and contracts for new recruits according to the established contracting procedures. Ensures the contract is signed by both the contractor and the contracting officer (CO) on behalf of the United States Government. Enrolls new recruits in the local health insurance and provident fund plans. Orients new hires and prepares arrival packets. Modifies contracts of existing FSNPSCs to obligate/de-obligate funds, increases the total estimated contract costs, extends the period of contracts,



and terminates contracts. Closes out FSN contracts when needed.

Classifies the non-technical and technical PDs from junior level to the most senior level positions. Researches background and supplemental information to determine whether the desired qualifications and position elements are properly addressed in order to classify the position adequately. Provides copies of appropriate classification guidelines and assistance to offices.

This position often requires careful analysis and study, including researching and interpreting appropriate regulations and procedural guidance. The HRA maintains and monitors the following actions:

- Responsible for the USAID Mission staffing pattern and reporting to USAID/Washington. Reviews and inputs data in USAID HR software to reflect changes to existing ceilings, new positions, vacancies, and organizational changes to ensure the staffing pattern is accurate.
- Prepares budgets for FSNPSCs for mass forward funding documents and contract modifications on a timely basis for the transmission to USAID/Washington.
- Provides U.S. Direct Hires and USPSCs check-in and check-out papers as needed.
- Supports the Mission's incentive awards program for FSNs, USDHs, and USPSCs. Receives nominations and obtains background information related to nominees; screens nominations to ensure that regulations are followed; forwards nominations and related information to the STATE/HRO for the Mission-wide Joint Awards Committee (MJAC). Liaises with STATE/HR Office regarding award nominations and prepares certificates and forwards pins for presentation at the Awards Ceremony. Prepares annual awards reports for transmittal to USAID/Washington.
- Sends raters reminders for annual and interim performance evaluations of FSNs and prepares JF-62s for the implementation of within-grade-increases (WGIs). Prepares delinquent reports for the EXO's review and actions.
- Responsible for pre-departure actions of FSNs traveling internationally for training/TDY, e.g., sending the nominated person to the physician authenticated by the Embassy. Reviews and shares reports with the Executive Officer for review and prepares a waiver for the Mission Director's approval for Mission's liability on pre-existing conditions. Enrolls employees traveling on official business in Health and Accident Coverage (HAC) insurance.



- In absence of the HRS, the HRA may assume full responsibility for the HR section and refers unusual problems/inquiries to the Deputy Executive Officer. S/he performs other duties as assigned.

The HRA is responsible for operating USAID information systems consistent with “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** A university degree in human resources, business administration, training, or other relevant degree is required. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Two years of progressively responsible experience in human resources (personnel management, recruitment, position classification or a closely related field) is required. Additional years of experience in human resources is desirable. **35 points**
- 3. Knowledge:** A comprehensive working knowledge of personnel policies and procedures, Bangladesh labor laws, and standard personnel practices applicable to the full spectrum of personnel management from recruitment through retirement. **25 points**



- 4. Skills and Abilities:** Must be highly organized, discreet, and customer oriented. Must possess strong communication skills (both oral and written), be able to communicate with tact and diplomacy, and be able to work effectively with employees at all levels of an organization. Must possess outstanding skills with MS Office products – Word, Excel, PowerPoint – and the capacity to learn new software applications.
25 points

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV. At this level an employee is required to possess a high degree of proficiency in both written and spoken English.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the



below mentioned documents, your application will not be considered complete and will not be processed further.

I) A passport size photograph (taken within six months),

II) A copy of educational or trade school certificate.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Clearance: Marty D. George, Supvy EXO: _____