

ANNOUNCEMENT NUMBER VA02A-15 (Training/Developmental Level)

This announcement is run simultaneously with the Vacancy Announcement Number VA02-15 (Full Performance Level)

The U.S. Embassy in Brunei is seeking an individual for this locally employed (LE) staff position of **Human Resources Assistant** in the **Management Office**.

Open To: All Interested Candidates/All Sources

Position: Human Resources Assistant, FP-8/FSN-6* (Training/Developmental Level)

Opening Date: January 13, 2015

Closing Date: 2400 hours, January 26, 2015 (BRUNEI LOCAL TIME)

Work Hours: Full-time; 40 hours per week

Salary: *Not-Ordinarily Resident (NOR): US\$30,991 p.a. (Starting salary) (Position Grade: FP-8);
*Ordinarily Resident (OR): B\$24,435 p.a. (Starting salary) (Position Grade: FSN-6)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN BRUNEI AND MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Basic Function of Position:

Under the supervision of the Management Officer and the guidance/support of the Regional Human Resources Officer, Singapore and his/her team, this position performs various human resources duties for the American direct hire personnel and Locally Employed (LE) staff at post. Duties include processing visas and identification cards for the American personnel and their dependents with the Ministry of Foreign Affairs and Trade, processing the check-in and check-out procedures, preparing travel messages cables, providing guidance on hiring of domestic helpers, and ensuring timely submission of time and attendance report for the American and LE staff employees to the payroll offices in Charleston and Bangkok.

The incumbent is also responsible for all LE staff recruitment and payroll matters, ensuring conformance with host government law, providing advice and guidance on all aspects of the overall local retirement program. This position keeps track changes of LE staff employee's compensation and benefits, maintains the position descriptions, evaluation reports, training, award program, health benefits program, Human Resources files and records, ensures that all HR policies are followed closely, and compensation and benefits are administered in accordance with Post and the State Department's established policies.

A copy of the complete position description listing all duties and responsibilities is available in the Regional Human Resources Office, Singapore.

Qualifications Required:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Minimum two years of full-time post-secondary study at college or university. For example, two years secretarial college, vocational college, commercial college, junior college or other equivalent post-secondary education is required. Must also possess a Certificate in Human Resources Management.
2. Minimum 2 years of relevant human resource management experience is required.
3. Level IV (Fluent) speaking/reading/writing in both English and Malay is required.
4. Must have knowledge of local immigration as well as local labor rules and regulations.
5. Must be able to multi-task efficiently, and possess good customer service and interpersonal relationship skills.
6. Must be competent in MS Office software program (Outlook, Word, Excel).

Selection Process:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Per 14 State 23528, a U.S. veteran who accepts a locally recruited position may not invoke this preference again with the same agency at the same Mission.

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently Ordinarily Resident employees with an Overall Summary Rating of “Needs Improvement” or “Unsatisfactory” in their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must have an expected tour of duty **at least one year** from the date of selection.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application. Failure to do so will result in an incomplete application.

1. Universal Application for Employment (UAE), DS-174 as a Locally Employed Staff or Family Member; **or**
2. A combination of both; i.e. Sections 1-24 of the UAE (DS-174) along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current résumé or curriculum vitae that must provide the following information found on the UAE (DS-174); **plus**
 - 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. Date and Place of Birth
 - g. Current Address, Day, Evening, Cell phone numbers and email address
 - h. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
 - i. U.S. Social Security Number and/or Country Identification Number
 - j. Eligibility to work in the country (Yes or No)
 - k. Special Accommodations the Mission needs to provide
 - l. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
 - 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
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-

214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit Application To:

Regional Human Resources Office
American Embassy
27 Napier Road
Singapore 258508

Fax: (65) 6476-9193

Email: USEmbSingaporeHR@state.gov

Definitions:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of

- assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

EFGs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: JANUARY 26, 2015

The US Mission in Brunei 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.

Drafted: HRSingapore:RDimyati

Cleared: RHRO:ECLangston

Approved: MGT: SUWahaj