



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2012-08

April 25, 2012

Open To: All Interested Applicants
Position: Human Resources Assistant FSN 105-07
Opening Date: Immediate
Closing Date: **REVISED DATE: May 7, 2012 at 17:00**
Work Hours: Full-time; 40 hours/week

THIS NOTICE CHANGES THE DUE DATE FOR APPLICATIONS

The U.S. Embassy in Bujumbura is seeking an individual for the position of Human Resources Assistant in the Management Section. All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

BASIC FUNCTION OF POSITION

The job holder is responsible for carrying out a variety of human resources-related activities. Duties include, but are not limited to, taking an active role in recruitment activities, assisting with American personnel services, processing documentation for arriving and departing staff, establishing and maintaining a filing system, drafting basic letters/notices and preparing personnel actions.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

55% of time - Administrative Support

- Perform general administrative and clerical work, such as scheduling of meetings, typing of correspondences; drafting affidavits i.e. employment, bank loan documents (French and English) and danger pay certification.
- Translate routine correspondence or documents to/from French/English.
- Employee is responsible for keeping an updated filing system for all DOS employees according to DOS standards.
- LE Staff Training coordination which includes processing travel affidavits for visa requests, organize meetings and reserve conference rooms.

- Prepare notes to the Ministry of Foreign Affairs giving information on arrivals, departures, diplomatic and consular titles, etc.
- Upkeep HRO SharePoint site.
- Assists in the preparation of the Awards Program by procuring and preparing certificates and pins, scheduling location of ceremony, arranging for caterers, and notifying participating personnel.
- Employee serves as back up to Main timekeeper. Substitutes for HR Assistants during lunch breaks, illnesses, vacations and other absences from the office.

20% of time - Recruitment

- Prepare and submit vacancy announcements to HR Officer for approval.
- Process newspaper advertisements to be run in local newspapers.
- Schedule and facilitate giving any needed skill tests for vacancies.
- Coordinate interviews with the HR Officer and the hiring committee.
- Escort visitors and applicants.

15% of time - Data management and In/Out processing of staff

- Send arrival and departure cables for American staff.
- Process start and stop allowances cables.
- Update and maintain Post Personnel database to ensure Web.PASS is up to date for all employees, adding or deleting positions and employees as authorized.
- Maintains an accurate staffing pattern for all employees and their families.
- Assists employees in complying with check-in and check-out procedures.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education** - Completion of secondary school is required.
- Prior Work Experience** - Three years of progressively responsible experience in the field of Human Resources or administrative management or related field is required.
- Post Entry Training** - Funding permitting, Basic Human Resources (PA 331) one week course is required. Web.PASS online training is required. WINTA time and attendance online or classroom training is required. On the job training will be provided by Human Resources Officer and Locally Employed Staff supervisor.
- Language Proficiency** - Level IV English (fluency – reading, writing and speaking) is required. Level IV French (fluency in reading, writing and speaking) is required.

- e. **Knowledge** - Must have good knowledge of basic human resources principles; must have good knowledge of general office operations and procedural requirements, principles and practices pertaining to functions performed in the HR Office. Must have a good working knowledge of USG policies, regulations and procedures. Must have familiarity with local labor and social security laws as they apply to areas of responsibility.
- f. **Skills and Abilities** - Excellent customer service and organizational skills are required. Excellent interpersonal skills which permit the maintenance of effective working relationships with employees and supervisors are required. Must have good keyboarding skills that include both speed and accuracy (40 words per minute). Must be able to use Microsoft Office or other office productivity software. Must have good oral communication skills for providing HR services to clients and the ability to deal with a wide variety of personalities. Must have the ability to draft simple memos and diplomatic notes. Must have the ability to quickly acquire a good understanding and familiarity with local labor and social security laws and regulations. Ability to organize work logically and follow through on all tasks to completion is required. Must have ability to set priorities and meet deadlines. Must be able to respect and maintain impartiality and client confidentiality.

POSITION ELEMENTS

- a. **Supervision Received** - Directly supervised by the FSN-9 Senior HR Assistant.
- b. **Available Guidelines** - Dept of State regulations, Foreign Affairs Manuals, published post procedures, handbooks, and Management Notices, supervisor's guidance and formal State Department training seminars.
- c. **Exercise of Judgment** - Must exercise good judgment when dealing with personnel issues ensuring privacy of customer information in all areas. Must uphold equal employment provisions.
- d. **Authority to Make Commitments** - None.
- e. **Nature, Level and Purpose of Contacts** - Job holder comes into contact with all levels of U.S. Government employees for purposes of providing HR-related services. On a regular basis will be working with job seekers, Ministry employees for purposes of facilitating accreditation for American employees, health and social security officials for purposes of obtaining latest labor laws and decrees.
- f. **Supervision Exercised** - None. Project oversight as needed.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position** - 1 year.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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. 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.
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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae; **plus**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- 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 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. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Human Resources Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura
or
Email: BujumburaHR@state.gov

POINT OF CONTACT

Telephone: 22.207.263

CLOSING DATE FOR THIS POSITION: May 7, 2012 at 17:00

The US Mission in Bujumbura 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 Human Resources practices, and/or courts for relief.

DEFINITIONS

1. 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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.

4. 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.

5. 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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.