UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5483 FAX: (613) 688-3055

Location: OTTAWA, CANADA

HUMAN RESOURCES ASSISTANT (SENSITIVE)

VACANCY NUMBER: 15-77

Monday, August 24, 2015
This Vacancy is **Open**

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) Only - All Agencies

POSITION: HR Assistant **Grade:** FP-7

OPENING DATE: Monday, August 24, 2015

CLOSING DATE: Monday, September 07, 2015

WORK HOURS: Full time; 40 hours per week

SALARY: Not-Ordinarily Residents - FP-7/1, 40,665 USD per annum.

LENGTH OF HIRE: FMA

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY, AS DEFINED UNDER DEFINITIONS, ARE ELIGIBLE FOR CONSIDERATION FOR THIS POSITION.

The U.S. Embassy in OTTAWA is seeking a U.S. Citizen Eligible Family Member (USEFM) for employment in CANADA for the position of HR Assistant in the Human Resources Section.

BASIC FUNCTION OF POSITION

The incumbent serves as a Human Resources Assistant responsible for a full range of American personnel services. As such, the incumbent provides guidance to American staff members on a variety of leave, compensation, benefit and travel regulations and processed related documents.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item.

1. Education: At least two years of post-secondary education in a relevant field.

2. Experience: A minimum of three years of experience in HR or closely related field, with progressively responsible office experience performing administrative office work involving application of regulatory material.

3. Language: Level IV (Fluent) speaking/writing/reading English.

4. Knowledge: A good working knowledge and understanding of pertinent HR regulations and procedures in regards to employee orientation programs, employee relations and employee performance programs. In-depth knowledge of State Department HR regulations and procedures.

5. Skills and Abilities: Excellent computer skills and data entry skills.

6. Interpersonal Skills: The incumbent must possess tact and courtesy when dealing with customers.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Preference Candidates should clearly identify themselves in the subject line. It is also essential that candidates address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

When a candidate meets all the advertised requirements of the position (e.g. education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency, they may be hired at a Developmental Level.

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. Temporary employees do not serve probationary period therefore they are eligible to apply for positions.

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 U.S. 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 Not Ordinarily Residents (NOR) 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. Candidates must be able to obtain and hold a Top Secret security clearance for this position and pass a medical examination.

7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met.

TO APPLY

All applications must include:

1. A cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications.

2. It is a requirement that all applicants fill out the DS-174 Universal Application Form which can be found on the website at http://canada.usembassy.gov/about-us/human-resources.html. Resumes will not be accepted without the accompanying DS-174.

3. U.S. Citizen Eligible Family Members (USEFM's) and U.S. Veterans are preference candidates and should identify themselves accordingly on the application. Candidates who claim U.S. Veteran preference must include a copy of their DD-214 (Report of Separation from the Armed Forces of the United States).

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

5. Proof of eligibility to work in Canada (i.e. copy of passport, birth certificate, permanent residency card, etc.)

SUBMIT APPLICATION TO: Human Resources Office
U.S. Embassy
P. O. Box: 866, Station: B
Ottawa ON K1P 5T1

You may also e-mail the Applications to: (ottawahr@state.gov) and Reference Job Announcement number.

POINT OF CONTACT: Lola Maksumova
Phone:(613) 688-5482

DEFINITIONS

I. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
- U.S. Citizen; and,
- EFM (see below) at least 18 years of age; 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 FAM3232.2.

II. EFM: An individual related to a U.S. 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, step-children 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 step-parents 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 step-sisters and step-brothers, 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.

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

IV. 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 tax laws; and,
- Has a U.S. Social Security Number (SSN).
NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

V. Ordinarily Resident (OR) - A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Package (LCP).

CLOSING DATE FOR THIS POSITION: MONDAY, SEPTEMBER 07, 2015

The U.S. Mission in Canada 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.

Mail to a Friend