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## PROFILE OF THE POSITION

The U.S. Agency for International Development, USAID, is seeking an individual for the position of Human Resources Specialist in the Executive Office - EXO.

## BASIC FUNCTION OF POSITION

Under the general supervision of the Supervisory Executive Officer, the incumbent independently performs a wide range of human resources (HR) duties and personnel-related administrative functions for USAID/Colombia. He/she is USAID/Colombia's HR specialist for a staff of more than 100 locally engaged and off-shore Personal Services Contract (PSC) and US Direct Hire (USDH) employees. Personal Services Contract employees include Foreign Service National (FSN/PSC), American (USPSC) and third country (TCNPSC) staff. He/she also serves as USAID's principal liaison with the Embassy's HR (HRO) office on all FSN personnel matters. Duties include, but are not limited to recruitment and contracting of local and international staff, evaluation and classification of local positions and US/TCN/PSC positions up to the Post's authority level, training and employee development, ethics and conduct, orientation, personnel processing for arriving/departing staff, disciplinary actions, award program oversight, personnel records maintenance, and recurring and non-recurring reporting. The incumbent also supervises one Human Resources Assistant, one Human Resources/Procurement Assistant and one Rover Secretary, and acts as a back-up in their absence.

## MAJOR DUTIES AND RESPONSIBILITIES

As an employee of USAID employee, the incumbent is responsible for understanding and incorporating into his/her work the Agency's core values. These core values are: 1. Passion for Mission, 2) Excellence, 3) Integrity, 4) Respect, 5 Empowerment, 6) Inclusion, and 7) Commitment to Learning.

a. Recruitment Processes, Contracting and Employment Management

The incumbent is in charge of recruitment and appointment of all local and international PSC employees. This includes preparing advertisements and job announcements for advertising, pre-selecting candidate resumes, administering tests, coordinating the selection process with selection committees, and serving as the HR representative on those committees. In addition, he/she is in charge of negotiating and preparing contracts for U.S. off-shore and local hire, TCN and FSN PSCs for the Executive Officer's signature; preparing budgets and other documentation pertaining to employment contracts. The incumbent is responsible for managing annual performance evaluations for all PSC staff. He/she prepares contract modifications based on reassignments, extensions, resignations, updated position descriptions, promotions, and separations. As the Agency's advisor on HR issues, he/she counsels potential and newly-recruited staff on USAID/Colombia job opportunities, hiring practices and operating procedures (work hours, benefits, etc.), and explains Agency goals. He/she also instructs U.S. supervisors and current staff on local labor practices and procedures; initiates security clearance procedures for all new employees, (in coordination with the Regional Security Office and USAID/Washington Office of Security), and processes enrollments in the Health and Accident coverage (HAC).

b. Position Classification

The incumbent is in charge of processing the documentation required for classifying the pay grades for all FSN/PSC and eligible family member (EFM) positions at USAID/Colombia. The position classification process (called MClass) entails coordination with the regional classification office in Lima, Peru, as well as with USAID in Washington. He/she also, works with the Supervisory Executive Office in classifying local and off-shore USPSC and TCNPSC positions. This role entails interaction with supervisors in accurately preparing the position descriptions; evaluating classification requests, and making recommendations on the appropriate course of action. In addition, the incumbent prepares and conducts interviews with supervisors and employees in order to gain an in-depth understanding of the job before MClass packages are sent to Lima for further classification. He/she also recommends the titles to be given position being classified. In accomplishing the foregoing, the incumbent must gain a thorough understanding of the position classification system, becoming proficient in MClass policy and procedures. This task is both highly sensitive and entails a great deal of professional judgment. Negative decisions following

recommendations by the incumbent must not only be well grounded but also explained to the originating offices and concerned individuals with tact, in order to avoid morale problems. The incumbent also advises employees and supervisors on the results of classification actions and the appeals procedures, and is the first point of contact to respond to questions regarding the duties of the position.

c. Local Employee Pay and Benefit Management

The incumbent is USAID's liaison with the Embassy's HRO and is also the resource person responsible for providing leadership, advice and professional guidance on all matters related to local employees and local practices, including matters related to the local compensation plan, payroll, wages, compensation and benefits, health and life insurance, leave policy, and retirement and severance pay entitlements. In addition, he/she advises and counsels employees on matters such as performance evaluation, employee relations, salary increases, position descriptions, evaluations, training, incentive awards program, environmental and working conditions, reduction-in-force, separation, ethics/conduct, discipline and grievance procedures, and other HR management issues. The incumbent also stays abreast of new and changing policies and regulations.

d. USDH and US/TCNPSC Personnel Responsibilities

The incumbent advises and provides technical guidance to USPSC and TCNPSC staff on salary, benefits and entitlements under their contracts, as well as other HR policies procedures applicable to them, such as employee evaluations and step increases. The incumbent monitors and tracks the evaluation process for USPSCs and TCNs, ensuring consistency between the ratings and supporting narratives. The HR Specialist is in charge of arrival and departure processing for all U.S. employees, including arrival and departure cables, official personnel actions and diplomatic accreditation, work visas, identification cards, and drivers' licenses. He/she maintains official personnel and contract files and prepares PSC documents, modifications and budgets for USPSCs and TCN PSCs.

e. HR Administrative Management Responsibilities

Processes documentation related to evaluations, promotions, step increases, contract modifications, and position reclassification for all FSN/US/TCN PSC employees. As appropriate, prepares and updates contract budgets for all FSN, TCN and US PSC employees. The incumbent also maintains accurate and up-to-date official files, handbooks and other reference/policy documentation, staffing patterns and workforce/staffing reports (including computer-based WEBPASS staffing data). He/she liaises with the regional bureau in Washington (LAC) and HR/Washington on all reporting that relates to staffing levels and personnel. The HR Specialist counsels staff on professional ethics, personnel hierarchy management and other issues of a professional or personal nature that could affect employment with USAID. As the Mission's training coordinator, the incumbent maintains training log/records, manages the annual training plan process and assists FSN, USPSC, and USDH employees in enrolling in training. Similarly, he/she serves as the principal liaison and coordinator between LAC/ HR/Washington and Mission employees for on-line training. As USAID's coordinator for the Joint Incentive Awards Program, he she advises staff on the awards program, reviews and screens nominations to ensure eligibility, and serves as the primary liaison with Embassy HRO, which has overall responsibility for the awards program at the U.S. Embassy in Colombia. Similarly, he/she is the Mission's point person for the Agency's incentive awards program, which includes USAID-specific incentive awards and On-the Spot and Time-off awards. The HR Specialist is also responsible for developing, maintaining and delivering orientation programs for all newly arriving employees, and for assisting local staff with official documentation required for visa, loan and other applications. He/she also assists Institutional Contractors and Chiefs of Party with their accreditation requests, as well as issuance of Colombian identification cards and driver licenses.

Performs other HR-related duties and special projects as assigned or required.

**REQUIRED QUALIFICATIONS**

Note: Candidates who do not meet these required qualifications will not be considered.

**Education:** A college (bachelor's or equivalent) degree is required.

**Prior Work Experience:** A minimum of five years of progressively responsible experience in the field of Personnel Management and human resources development in an executive cadre is required.

**Language Proficiency**: Level IV (fluent) English ability and equivalent in Spanish. At this level the incumbent is required to possess a high degree of proficiency in both written and spoken English, including ability to translate the host country language into precise and correct English, and vice versa. On occasion, the incumbent might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

** All applicants must attach a copy of valid language test results in the non-primary language (English and/or Spanish) to the application of employment to be eligible for consideration.

**Knowledge, Skills and Abilities:** Excellent organizational and analytical skills; tactful, personable, discerning, and empathetic in dealing with others. Keenly interested serving others and maintain smooth and effective working relationships at all levels, and is able to interpret and appropriate apply regulations to changing circumstances. Knowledge of local labor law and standard personnel practices applicable to the full spectrum of personnel management from recruitment through retirement highly desirable. Excellent computer skills in the use of a MS Word, Excel, and other MS Office applications.

## POST-ENTRY QUALIFICATIONS (ACQUIRED AFTER EMPLOYMENT)

**Job Knowledge:** A thorough knowledge of Automated Directives System (ADS) Chapter 3FAH – FSN Compensation, FSN Position Classification, FSN Handbook, 3FAM, AID specific handbooks and associated agency personnel manuals and regulations required. A thorough knowledge on Position Classification MClass and the system and associated manuals required. A thorough knowledge of USG contracting regulations (AIDAR, AAPD, etc.) and procedures is required, as well as GLAAS.

**Post Entry Training**: Personnel Management courses, Personal Services Contracts course, FSN compensation, payroll and benefits courses, USAID Human Resources policies and procedures, position classification course and MClass refresher, Travel Regulations required, C&R, Supervision Seminar , Programing Foreign Assistance (PFA) and COR/AOR.

## POSITION ELEMENTS

**Supervision Received:** The incumbent works independently with minimum supervision by the Supervisory Executive Officer. He/she sets priorities and uses his/her initiative in the performance of duties. Typically, only unusual or unique situations are referred to the Supervisory EXO for direction.

**Supervision Exercised:** The incumbent supervises one Human Resources Assistant, one Human Resources/Procurement Assistant and one Rover Secretary.

**Available Guidelines:** Automated Directives System (ADS), Foreign Affairs Manuals, Foreign Affairs Handbooks, Standardized Regulations, AIDAR, AAPD, Colombian labor regulations, and USAID/Colombia procedures, Mission Orders, and Organization Charts.

**Exercise of Judgment:** Must use initiative and discretion regarding sensitive personnel matters and interpretation of personnel policy. Incumbent uses good judgment to determine priorities, recommend and offer salary levels, maintain confidentiality, and treats all staff equitably. Discretion and confidentiality are especially important in the evaluation process. In position evaluation and classification functions, the incumbent is required to use a high level of independent, objective and consistent judgment based on the applicable classification guidelines.

**Authority to Make Commitments:** Cannot commit the USG to the expenditure of funds; but within guidelines established by the supervisor makes recommendations for personnel actions. Independent decision in advising and counseling employees on personnel matters which are not commitments but considered authoritative.

**Nature, Level and Purpose of Contacts: USAID/Colombia:** All levels within USAID to provide advice, counseling and technical guidance on HR matters and personnel administration. **Embassy:** Mid-level Embassy contacts (e.g., Embassy HRO, Medical Unit, Regional Security Office). **USAID/Washington:** working- to mid-level contacts at USAID/W (e.g., HCTM, Office of Security,

Office of Acquisition and Assistance). **Outside:** Local and US media in placing job advertisements and as applicable working level Government of Colombia officials.

**Time Required to Perform Full Range of Duties:** Between one and two years.

**SELECTION CRITERIA**

1. **Education (15%).** Candidates who meet the minimum requirement will be evaluated on the degree to which their education relates to personnel management and/or exceeds the minimum requirement for this criterion.
2. **Prior Work Experience (40%)** Candidates who meet the minimum requirement will be evaluated as to the level and complexity of their progressive responsibility, e.g., whether it includes supervisory duties, policy formulation and analysis, etc.
3. **Evidence of proficiency in English/Spanish written and oral language skills (10%)**
4. **Knowledge, Skills, and Abilities (KSA) (35%)** Although candidates are not expected to be versed in Agency-specific KSA, the degree and level of KSA relevant to human resources will be a factor in determining proficiency in this criterion. In addition, the Agency seeks someone who possesses excellent organizational skills; is tactful, personable and empathetic, and can manage people.
5. **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.

****LANGUAGE REQUIREMENT**

**Primary Language:** In order to meet the language requirement, all applicants MUST indicate in their application or in a cover letter their primary or native language. A language test will not be required in the applicant's native language unless requested by the selecting office.

**Secondary Language(s):** When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants are required to prove proficiency in any other language listed in the Vacancy Announcement that is not indicated by the applicant as the primary language.

**LANGUAGE TESTING PROCEDURES**

Most of the positions at the U.S. Embassy require specific levels of both Spanish and or English. All applicants seeking a Mission Colombia local position must attach copy of a valid language test results in the non-primary language (English and/or Spanish) to the application of employment (DS-174 form) to be eligible for consideration.

The application form with the test result(s) must be submitted before the job announcement's closing date; otherwise the application will be deemed "not eligible".

For recruitment purposes the United States Mission Colombia will only accept the language tests as follows:

**English:**
Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

**Spanish:**
Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

**Language test results are valid for one year.**

If applicants do not have a valid language score from one of the above mentioned Language Institutes, they may contact the following Institute to be tested in English and/or Spanish as required:

Avanti Language School: Carrera 21 # 87 – 24 Polo Club, Bogota, Colombia. Applicants must request a language test by writing to academic@avantilanguageschool.com - For further information please contact PBX: 634-6637 or mobile 321-463-6470. Cost of language test is the applicant's responsibility.

**Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position.

*****APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY MONDAY, JANUARY 4, 2016 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.*****

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

***USAID*** *handles its own recruitment processes.*
*For any questions in regard to this recruitment process please contact USAID Bogota office directly.*