

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 14/11

OPEN TO: All interested candidates
POSITION: Human Resources Assistant, FSN-08/09; FP-6/5
(Trainee level -8; Full Performance level -9)
OPENING DATE: December 14, 2011
CLOSING DATE: December 28, 2011
WORK HOURS: Full-time, 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy Office in Brazzaville is seeking an experienced individual for the position of Human Resources Assistant who will act as head of the section in the Human Resources Section.

BASIC FUNCTION OF POSITION

Serves as the Mission's Human Resources Expert and provides the full range of personnel services approximately 12 Direct State American Hires, 3 Eligible Family Members and 194 Locally Engaged Staff (LES). Receives supervision and guidance from the Management Officer. Provides leadership, direction and advice to two HR Clerks, one Junior HR Assistant and 2 English Language Instructors. Serves as Contractor's Representative for the Health Insurance Medical Contract.

QUALIFICATIONS REQUIRED

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

1. Education:

University Degree in Personnel Administration, Human Resources Management, Liberal arts or related field is required.

2. Prior work experience:

A minimum of three years of progressively responsible administrative experience is required. A maximum of five years will be desirable.

3. Language requirements

Level 4 (Fluent) Speaking/Writing/Reading English ability is required (This will be tested).

4. Knowledge

A thorough knowledge of host country labor and social laws and prevailing practices in compensation and employment. Thorough knowledge of USG handbooks on LES compensation and Position evaluations. A comprehensive knowledge of 3 FAM, 3FAH and Standardized regulations (Allowance and benefits). In general excellent knowledge and understanding of Foreign Service personnel administration processes (assignment process etc.).

5. Skills and abilities

Good Managerial skills. Ability to counsel employees and supervisors on work related issues. Ability to communicate with all levels of staff and to interpret official document and legislation. Ability to research and understand regulations and to apply and/or clarify them. Maintain reliable contacts with senior officials of the host country government (Department of Labor, Ministry of Foreign Affairs, and Immigration) with respect to HR related information and resolution of problems. Regular contact with

the Mission official comparators and other embassies to discuss and exchange information. Excellent drafting skills in English and French. Skills to draft major documents and handbooks. Must be proficient in Microsoft Outlook, Word and Excel. Must be tactful, and be able to maintain effective working relationships with employee and their supervisors.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, and budget status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. Successful candidate must be able to obtain the required security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS 0174 in English and French) available at <http://brazzaville.usembassy.gov/job-opportunities.html> and at the Embassy Security Post;
2. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position, as listed above.

NB: WITH APPLICATION SUBMIT A ONE PAGE ESSAY (APPROX. 700 WORDS) IN ENGLISH BY RESPONDING TO THE FOLLOWING QUESTION: WHY DO YOU THINK YOU ARE QUALIFIED FOR THIS POSITION?

SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville –Denis Sassou Nguesso

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: BrazzavilleHR@state.gov

PHONE: 06-612-2000 / 06-612-2073 / 06-612-2143

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, or Foreign services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 28, 2011

The US Mission in Brazzaville 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.