



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 21A

The U.S. Embassy in Cairo is seeking an individual for the position of **Human Resources Assistant (Classification-Recruitment)** in The Human Resources Management Office.

OPEN TO: All interested candidates.

POSITION: **Human Resources Assistant (Classification-Recruitment)**- LES-8⁽¹⁾; FP-6⁽²⁾

OPENING DATE: June 1, 2014

CLOSING DATE: June 15, 2014

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-8, step 1 is L.E. 98,851

(2) Actual FP grade and salary will be determined by the US Department of State.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

BASIC FUNCTION OF POSITION

The incumbent works in Classification Unit of the Embassy Human Resources Office. The incumbent assists in position classification by working closely with employees and supervisors to ensure that job descriptions accurately reflect duties and organizational relationships. Also serves as a liaison between the Embassy and RSC Frankfurt in meeting overflow classification demands. The incumbent provides service to roughly half of 1,250 LE Staff positions classified by the Embassy, currently about 625 LES employees. Additionally, the incumbent is responsible for classifying 25 EFM positions in coordination with the Department of State (HR/OE). The incumbent performs substantial recruitment duties, including the screening of applications and scheduling and attending interviews.

QUALIFICATIONS REQUIRED

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

1. Bachelor's degree in Accounting, Business Administration, Commerce, English Literature, Law, Marketing, Mass Communication, Science, Engineering, Liberal Arts, International Relations Public Management or Public Administration.

2. Five years of progressively responsible professional Human Resources experience is required. The incumbent who has a minimum of four years of professional experience in HR will be considered and placed at the training level LES-7 (81,420).
3. Level IV (fluent) English and Arabic are required

Note: Selected candidate must complete Classification Certification within two years from entry on duty

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 U.S. Citizen EFMs who hold an FMA appointment 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 applicants for this position must submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City



Email: cairojobs@state.gov

CLOSING DATE FOR THIS POSITION: June 15, 2014

The US Mission in Cairo 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.