



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 31A

The U.S. Embassy in Cairo is seeking an individual for the position of **HR Assistant (Compensation and Benefits)**, in the Human Resources Management Office.

OPEN TO: All interested candidates.

POSITION: **HR Assistant (Compensation and Benefits)**, - LES-8⁽¹⁾; FP-6⁽²⁾

OPENING DATE: June 16, 2014

CLOSING DATE: June 30, 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), (Training Level: LES-7; FP-7)*

(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 is one of two positions assigned responsibility for assisting and advising the U.S. Human Resources Officer in areas of Human Resources Compensation. Pay Management and benefits and for the Management of Personnel actions and duties related to Personal Services Agreement (PSA). Direct Hire appointment for LES employees and processing of the PSA hiring mechanism to employ US citizens in foreign national positions. Duties are provided to the Embassy and all affiliated agencies at post (approximately 1000 employees).

QUALIFICATIONS REQUIRED

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

1. University degree in the field of Human Resources Management or Business Administration, Bachelor of Arts majoring in languages, Marketing, Mass Communication, Law or Accounting is required.
2. Four years of responsible professional experience in the fields of Human Resources, or Administrative work that includes collection, analysis and interpretation of detailed policies and regulations. One year of USG HR experience is required for the full performance level.

3. Level IV (fluent) English and Arabic is required.

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 30, 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.