

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2010-010	Date: May 21, 2010	Ref:
Subject:	HUMAN RESOURCES ASSISTANT (Re-issue - Trainee Position)	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested candidates
POSITION: **FSN-6/FP-8 Human Resources Assistant (Trainee Position)**
(This position will be **filled at the FSN-06 level** with promotion to intermediate grade of FSN- 07 and eventual promotion to the target grade of FSN-08. A year must be spent in each grade level and the supervisor must recommend promotion).

OPENING DATE: **May 21, 2010**
CLOSING DATE: **June 4, 2010**
WORK HOURS: **Full-time; 40 hours/week**
SALARY: **OR - Ordinarily Resident - 6,809,236 XAF p.a. (Starting Salary)**
(Position Grade: FSN-06)
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

Basic Function of Position

Assist the Management Officer and Regional Human Resources Officer in the administration of all employment matters for local hire and American employees. Main responsibilities involve recruitment, pay management, employee evaluations, HR projects, updates of the local compensation plan and processing personnel actions for all local employees.

Qualifications Required

NOTE: All ordinarily resident applicants must have a residency and work permission to be eligible for consideration. All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education: A University degree (four years of university studies and completion of bachelor's degree program) in Human Resources, Business Management, Social Sciences or Liberal Arts is required.**
- 2. Experience:** At least one year of responsible human resources, management or administrative experience in an international organization or a large institution required.
- 3. Language:** Level IV (Fluency) Speaking/Reading/Writing English and Spanish are required and will be tested.
- 4. Job knowledge:** Good knowledge of the local Labor Law, Social Security Law, pertinent regulations, and prevailing employment practices with emphasis on human resource policies of international organizations, embassies, and multinational businesses. Good knowledge of human resource management in general, including recruitment, interviewing, counseling and other HR related activities.
- 5. Skills and Abilities:** Good computer skills - MS Office. Must have good research skills using the internet to search for regulations and guidance. Must have good written and oral communication skills and sound arithmetic skills (for the computation of salaries, benefits, etc).

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically 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 US Citizen EFM's 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 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 their applications according to the instructions below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**OF-612**), available at the Embassy Gate and Internet Web site at (<http://www.opm.gov/forms/html/appn.htm>). This form must be completed in English;
2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications for the position as listed.
3. Indicate the position title and the vacancy announcement number on the top right corner of the envelope or application form.
4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send the application to the following address: malaboapplicant@state.gov

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Embassy of the United States of America,
KM-3 Carretera de Aeropuerto (El Paraíso),
Malabo - Equatorial Guinea

or malaboapplicant@state.gov

POINT OF CONTACT

Tel: (+240) 333098 895, HR Section

DEFINITIONS

1. 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 residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFM's of Foreign Service, Civil Service and uniformed service members who are eligible for

employment under a US government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:

- Have US citizenship;
- Be at least age 18;
- Be listed as a spouse or dependent on the travel orders of a Foreign, 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; and either
 - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

THE CLOSING DATE FOR THIS POSITION is JUNE 5, 2010

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo 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.

Drafted: ASDougan-Esteban

Cleared: JMHarpole

Approval: JMHarpole
