

# **JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY**

October 15, 2014

**ANNOUNCEMENT #:** HR 14-070

**OPEN TO:** All Interested Candidates

**POSITION:** **Human Resources Assistant**

**POSITION NO:** **A54325**

**OPENING DATE:** October 16, 2014

**CLOSING DATE:** October 30, 2014

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

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-07 to be confirmed by Washington)

\*Ordinarily Resident: GH¢23, 369 p.a. (Starting salary)  
(Position Grade: FSN-07)

**LENGTH OF HIRE:** Indefinite

**NOTE: ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.**

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of **HUMAN RESOURCES ASSISTANT** in the Human Resources Office Section of the Embassy.

## **BASIC FUNCTION OF POSITION**

The incumbent performs a variety of Human Resources and Administrative duties in a manner that will ensure the smooth flow of paperwork in the Human Resources Office. Ensures that all services are provided within ICASS standards. Recruits local employees for positions scheduled to become vacant or for newly-established positions for the Mission and generally takes charge of all actions involving the positions.

**A. Recruitment - 60%**

- Drafts vacancy announcements (VA) by summarizing the duties and responsibilities along with the required qualifications of the position based on the position description and classification of the position. Distributes VA to all sources requested by the selecting supervisor including web postings (internal and external), newspapers and radio.
- Screens all applicant packages received in response to VAs determining those who meet the minimum qualifications, conducts all testing of applicants, and refers and forwards the qualified applicant packages to the selecting supervisor.
- Coordinates required interviews ensuring the candidates are aware of the time, arranges for the meeting room / conference room where the applicant will be interviewed, attends the interview as the HR representative ensuring merit and EEO principles are upheld, ensures visitor's access has been arranged with the RSO Office and adequate escorts are available.
- Process selected candidates for employment. Prepares tentative offer, medical and security clearance paperwork. Coordinates with both the Health Unit and the RSO Office to ensure the process is going smoothly.
- Provides initial orientation / onboarding for new employees. Ensures the personnel actions are processed in a timely manner.

**B. Web Pass Post Personnel Database maintenance – 20%**

- Create and abolish positions under the Locally Employed Staff Module of the Personnel System assuring that proper documentation is completed and keeping file records of transactions performed in the system.
- Maintain each local employee record, including but not limited to updating employee's personal data, employment information, documents, privileges, languages, education, trainings, dependents and contact records.
- Maintain the Web Pass Post Personnel Locally Employed Staff module. Prepares cables for personnel actions.
- Keep Post Local Staffing Pattern accurate in the system. Prepare Ad-Hoc queries and reports from the system as needed.

**C. Health and Pension Benefits Processing - 10%**

- Works with local vendors for health insurance and Tier II Pension Fund (Ghanaian Pension Fund) to ensure all employees are enrolled and receive benefits.
- Reports problems and complaints to the vendors and tracks issues to completion or resolution.
- Works with finance office to ensure invoices are paid in a timely manner and / or deposits to pension fund are completed.
- Advise the HRO when issues are not being resolved in a timely manner.

**D. Other Duties as Instructed - 10%**

## **QUALIFICATIONS REQUIRED**

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

1. Completion of secondary school and two years post-secondary studies in Human Resources or Business Administration is required.
2. Three years of administrative experience including one to two years of Human Resources experience is required.
3. English level IV (fluent - written/spoken) is required. High degree of proficiency in both the written and spoken language, including the ability to translate. Must be able to understand the language well enough to communicate basic administrative and HR concepts orally and at times in writing. On the job holder may need to act as an interpreter. **Language skills will be tested.**
4. General knowledge of personnel regulations, the local compensation plan and standard HR regulations. Good working knowledge of host country labor laws. Must have a good working knowledge of general office operations.
5. Must be proficient in typing, (40 WPM) and must be proficient in the following computer programs: Word, Excel (advanced), Outlook, PowerPoint, and Internet. Must be able to work under pressure. Must have tact and diplomacy in person-person contacts as well as good telephone manners. Must have outstanding customer service skills. Must be detail oriented and have initiative and resourcefulness skills. **Typing skills and computer experiences will be tested.**

## **SELECTION PROCESS**

When equally qualified, US 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 US Citizen EFM's who hold 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a locally Employed Staff or Family Member (DS-174): **or**
  2. A combination of both: i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
  3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*): **plus**
  4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veteran preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
  5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
  6. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work

- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. Reference

**NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. **Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the [AccraHRO@state.gov](mailto:AccraHRO@state.gov) email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. <http://ghana.usembassy.gov/jobopportunities.html>**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

**SUBMIT APPLICATION TO:**

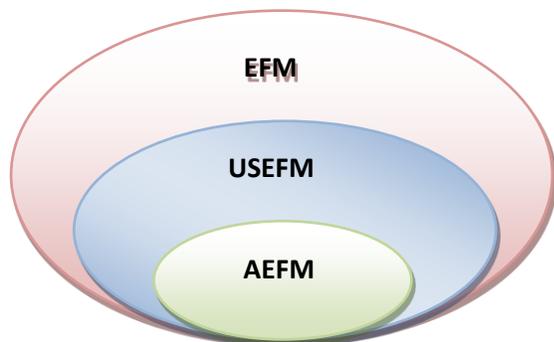
Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra  
P.O. Box GP194, Accra

**POINT OF CONTACT:**

Telephone: 0302-741000  
Fax: 0302-741389  
E-mail: [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

To get a copy of this vacancy announcement, please log on to our website at:  
<http://ghana.usembassy.gov/jobopportunities.html>

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

***CLOSING DATE FOR THIS POSITION: October 30, 2014***

*The US Mission in Accra, Ghana 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.*