



JOB VACANCY ANNOUNCEMENT U.S. MISSION - ACCRA

The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **SUPERVISORY HUMAN RESOURCES SPECIALIST** in the Human Resources Unit of the Regional Executive Office of USAID/Ghana and West Africa Missions. The Specialist reports directly to the Supervisory Executive Officer with responsibility for providing the full range of Human Resource (HR) services for the two distinct Missions.

Education & Prior Work Experience: Bachelor's degree in Human Resources Management, Business Administration, or a closely related field is required. A minimum of five to seven years of progressively responsible, job-related, professional-level experience in the field of human resources management, business or public administration, and/or contracting is required. At least three years of such experience should have included substantive work in an English-language work situation, in the private sector, or for a US Government or other international organization. One year of the above experience in a supervisory capacity is required.

For full requirements and position description, please log on to the following websites:

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

<http://www.usaid.gov/ghana/work-with-us/careers>

<http://ghana.usembassy.gov/jobopportunities.html>

NOTE: THIS POSITION IS BEING ADVERTISED AT A DEVELOPMENTAL GRADE FSN-10. THE SUCCESSFUL CANDIDATE WILL BE MOVED TO THE FULL POSITION GRADE FSN-11 AFTER ONE YEAR, BASED ON SUCCESSFUL PERFORMANCE EVALUATION.

**Developmental grade (FSN-10) salary range = GH¢42,824.00 - GH¢ 64,241.00, and
Full performance grade (FSN-11) salary range = GH¢ 52,421.00 – GH¢ 78,634.00 p.a. (depending on qualification and experience)**

Interested individuals should submit a **signed cover letter, relevant certificates and CV with references** to:

**Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra**

Or by Email to: acpersonnel@usaid.gov

*When submitting your application via email, please state the position title on the subject line. **Failure to state this and submit signed letter with relevant documents will disqualify applicant.***

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.

Only shortlisted applicants will be contacted.

CLOSING DATE: JULY 10, 2015

USAID/Ghana anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

**POSITION DESCRIPTION FOR
SUPERVISORY HUMAN RESOURCES SPECIALIST**

BASIC FUNCTION OF POSITION

The Supervisory Human Resources Specialist is responsible for managing all activities of the Human Resources Unit of the Executive Office of USAID/Ghana and West Africa Missions. The Specialist reports directly to the Supervisory Executive Officer (S/EXO) with responsibility for providing the full range of Human Resource (HR) services for the two distinct Missions. The Specialist serves as the principal advisor to the S/EXO and Mission management for Human Resource policy matters. Human Resource Unit responsibilities include position classification and recruitment of all local (FSN) and international (US and TCN) Personal Services Contract (PSC) positions; management of Mission staff training, awards, and performance management programs for FSN and American staff; budgeting for all PSC personnel including salaries and benefits; and, serving as the main liaison with the US Embassy regarding HR topics and periodic reports. The Specialist and the unit serve as USAID/West Africa, USAID/Ghana and two non-presence missions with a large workforce currently comprised of 47 US Direct Hire (USDHs), 4 USPSCs, 16 USPSC LH, 5 Participating Agency Service Agreement (PASAs), 12 Third Country Nationals (TCNs) and 129 Foreign Service Nationals (FSNs).

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Human Resource Administration

(40%)

1. The Supervisory Human Resources Specialist plans, directs, and manages the work of the Human Resources (HR) Unit, implementing new or revised regulations, manuals, and other directives; researching, analyzing, reviewing and making recommendations to the S/EXO on HR policies and programs, and advising on their application to the two USAID Missions; providing liaison with the Embassy HR office, receiving pertinent information and passing it to the S/EXO with an analysis of implications to be addressed, and with recommendations on the best way to handle or implement them.
2. The Specialist supervises a subordinate staff of approximately ten (10) FSNs/TCNs (directly or through subordinate supervisors) including HR Specialists and Assistants, and Roving Secretaries, and coordinates their work by providing a weekly overview of tasks to be performed, setting priorities and receiving information on ongoing tasks, and reaching final decisions on their accomplishment. The Specialist provides for both formal and on-the-job training of Unit staff, in order to enable them to perform their duties, and provides cross-training so staff may be interchangeable in periods of heavy workload or in the case of the absence or preoccupation of staff members.
3. The Specialist provides guidance to all Mission staff on the full range of HR concerns and administrative matters, including terms and conditions of employment, procedures and requirements for Awards, performance evaluation, Allowances, etc.; assists staff and provides guidance with regard to personal/personnel related problems, such as promotion possibilities, applying to new jobs inside and outside of USAID and the USG, and what might be the best course of action for the requester; and, serves as institutional HR memory concerning past practice, precedent, and political sensitivities.
4. The Specialist guides Mission staff in the process of establishing new positions and the reclassification of existing positions submitted to the EXO; oversees HR staff reviews of

position descriptions to assure accuracy, clarity, and completeness; provides assistance and advice to Mission managers and supervisors, at all levels, including advising supervisors on position description writing, to ensure descriptions reflect current duties and organizational relationships; conducts job-site interviews to ensure an understanding of duties and responsibilities delegated and performed; supervises the process submitting positions for grade-level evaluation to the Regional Human Resources Support Unit (HRSU) in Pretoria, RSA, including recommending grades and official titles; advises supervisors and employees of HRSU classification results, and on appeal procedures if required; ensures that position information is properly recorded; supervises maintenance of Official Position Description files, with original classifications; and assures HR Unit staff provides copies of classifications to the employee, the supervisor, and the file.

5. The Specialist reviews proposed US/PSC Scopes of Work (SOW), proposed Market Rates (a Civil Service-equivalent classification); provides a recommended Market Rate to USAID/Washington or other Agency resource for final classification and approval to recruit internationally for US or TCN/PSCs prior to initiation of international recruitment, when required; and, ensures the preparation of appropriate supporting documentation for project-funded PSC positions.
6. The Specialist keeps abreast of prevailing wage, benefit, and labor practices in Ghana and the region, and advises the S/EXO of changes. Upon receipt of embassy approval and USAID concurrence, the Specialist implements new FSN Local Compensation Plan, submitting new salary information to the appropriate payroll center; and, supervises the preparation of Personnel Actions and Personal Services Contracting Action forms (JF 62s), in order to reflect new changes.

B. Contract Management and Recruitment

(30%)

1. The Supervisory Human Resources Specialist supervises the preparation of PSC contracts, and manages procurement processes in the HR Unit; reviews contracts for completeness, presence of necessary technical information, evaluation criteria, and appropriateness for use as a PSC, conferring with the originator to answer questions regarding position requirements; and, based on informed knowledge of various markets, recommends probable sources, advertising requirements, and other conditions that may apply.
2. The Specialist prepares advertisements, gains Office Director's clearance, and submits PSC SOWs for international recruitment in required formats, and with necessary information, in accordance with Agency procedures in order to assure the widest possible dissemination and appropriate competition; and, assures that positions are advertised the required length of time, and that all other USAID procurement regulations are met.
3. The Specialist receives applications, and supervises assessment of applications against SOW requirements; discusses possible trade-offs with selecting official offices when no candidate meets the exact qualifications sought; and assures candidates meet the minimum qualifications set forth by the requesting Office.
4. The Specialist supervises implementation of Mission Orders on personnel selection and recruitment; coordinates with hiring Offices to set up selection panels and oversees the interview and selection process; ensures that the HR staff verifies information provided by candidates, by contacting references and past employers; and, personally screens applicants

for professional positions, as referred by the staff, and discusses candidates with the S/EXO, providing a recommended course of action.

5. The Specialist negotiates most or all USPSC, TCNPSC, and FSNPSC contracts, sharing responsibility for contract negotiations in accordance with guidance provided by the S/EXO, appropriate USAID regulations, and/or the Mission compensation plan. Negotiations involve detailed discussions with potentially-selected candidates regarding salary history, as opposed to the compensation package offered at USAID; and, requesting proof of salary history in the form of previous salary statements and/or tax statements, checking in detail to verify accuracy. After discussion, presents information, and makes recommendations to the S/EXO for final approval.
6. The Specialist supervises preparation of Offer Letters and Memoranda of Negotiation, and ensures that all appropriate contract documentation is completed and filed in the individual contract file.
7. The Specialist supervises the preparation of PSC Contracts, and Modifications for FSN, US, and TCN PSCs using appropriate contract formats and attachments, as provided in AIDAR.

C. Performance
Management, Training, Awards and Other Personnel Duties (30%)

1. The Supervisory Human Resources Specialist provides guidance, advice, and assistance to employees on personnel matters, local social security benefits, retirement, recruitment, appointment/hiring/firing, leave, or other personnel matters of concern to employees in the two Missions; and, provides advice to the S/EXO on local labor practice and local social security law.
2. The Specialist coordinates the process of U.S. Direct-Hire (USDH) performance evaluation, the USDH position validation exercise, and the USDH Assignment cycle. In consultation with the S/EXO and the two Mission Directors/Deputy Mission Directors, the Specialist prepares requests to establish, revise, convert, or delete USDH positions; ensures completed packages are forwarded to USAID/Washington for action; submits USDH position validations, advertisements, and other actions to contacts within the Administrative Management Services (AMS) Office for the Africa (AFR) Bureau, and onward to the Office of Human Resources.
3. The Specialist provides advice and assistance to the S/EXO on issues affecting US Direct Hire (USDH), Third Country National (TCN), /PSC, and USPSC benefits and allowances at post, such as shipment of House Hold Effects (HHE), Unaccompanied Air Baggage (UAB), Consumables, Vacation Leave, etc.; and, advises such employees on travel and allowance entitlements, such as Education Travel, Rest & Recuperation (R&R), Separate Maintenance Allowance (SMA), etc.
4. The Specialist supervises the administration of the Mission incentive awards program, including Cash Awards, Meritorious Step Increases, Safe Driving Awards, and Length of Service Certificates. The Specialist supervises or drafts memoranda to all employees providing awards information and deadlines for submission; collects award nominations; reviews nominations with the S/EXO; and, provides nominations to the Interagency Awards Committee. Once awards are approved, the Specialist ensures the responsible HR Unit staff member informs the nominee, and processes cash payments, Meritorious Step Increases, or other award, and submits awards to the appropriate payroll office, and ensures the preparation of

contract modifications. The Specialist assures that nominations submitted to USAID/Washington are provided in the correct format, and submitted to the proper Washington contact.

5. The Specialist ensures the annual performance evaluation of all FSNPSCs are accomplished in a timely basis; supervises the maintenance of current files on when evaluations and annual step increases are due; and, assures HR staff follows through with employees and supervisors to ensure that evaluations are submitted on or before due dates, and that narratives are consistent with the official duties and responsibilities of the respective position.
6. The Specialist supervises implementation of Mission language and other staff training programs.
7. Performs other duties as assigned or required.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE/SELECTION CRITERIA

1. **Education:** Bachelor's Degree, or local equivalent, in Human Resources Management, Business Administration, or a closely related field is required.
2. **Prior Work Experience:** A minimum of five to seven years of progressively responsible, job-related, professional-level experience in the field of human resources management, business or public administration and/or contracting is required. At least three years of such experience should have included substantive work in an English-language work situation, in the private sector, or for a USG or other international organization. One year of the above experience in a supervisory capacity is required.
3. **Language Proficiency:** Level IV (fluent) English language is required. High degree or proficiency in both written and spoken English is required. **(Language proficiency will be tested)**.
4. **Job Knowledge:** The Specialist must possess a thorough knowledge of, or have the ability to quickly gain a thorough knowledge of, the Automated Directives System (ADS) Chapter 3FAH-FSN Compensation, FSN Position Classification, the FSN Handbook, 3FAM, the Local Employee Position Classification Handbook (LEPCH, USAID-specific handbooks and associated-agency human resources manuals and regulations. A good understanding or the ability to gain a good understanding, of the Computer Aided Job Evaluation/Mission Classification (CAJE/MClass) program and its associated manuals is required. A good knowledge of USG contracting regulations, AID Acquisition Regulation (AIDAR), Acquisition and Assistance Policy Directives (AAPD), etc. and procedures is required, after appropriate training. Knowledge of local labor law and standard human resources practices applicable to the full spectrum of human resources management, from recruitment through retirement, is required.

Skills and Abilities: The position requires excellent organizational skills, tact, good judgment and discretion, compassion, understanding, and an interest in serving people to maintain smooth and effective working relationships with personnel of both Missions, at all levels. Good interviewing and analytical skills, in order to make objective decisions and present them concisely, is necessary. An ability to apply and interpret regulations to current situations is required. Excellent computer skills in the use of a word processing system, Excel, and other MS Office applications are needed. Work requires the utmost discretion in handling human relations matters, and the ability to inspire confidence and maintain confidentiality. The Specialist must have the supervisory and managerial skills necessary to manage a high-performing Unit in the Executive Office; and, the ability to plan, organize, establish priorities, direct, and follow up on the work of the Unit.