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Vacancy Announcement No. ST-FN-02-16

OPEN TO:	All interested candidates of the U.S. Mission in Honduras – All Agencies
FULL LEVEL OF PERFORMANCE:	FSN PSC – 7
LOCATION OF POSITION:	Executive Office (EXO), Tegucigalpa, Honduras
POSITION TITLE:	Human Resources Assistant
OPENING DATE:	January 8, 2016
CLOSING DATE:	January 25, 2016
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 237,650.00 to L. 404,002.00 per year.

BASIC FUNCTION:

The HR Assistant is responsible for providing assistance in the management of the personnel functions, such as recruitment and selection process for Foreign Service National (FSN) staff, preparation of Personal Services Contracts (PSC), administration of Language Programs for all Mission employees, maintenance of personnel data in Mission's assigned applications, and management of all official Human Resources files amongst others. The incumbent also provides full back up services to the Executive Office's Secretary and to the Travel and Shipment Assistant during their absence.

In the performance of these duties, the HR Assistant must be able to acquire a good knowledge and understanding of USAID's personnel related policies, regulations, and procedures in order to properly advise mission staff on the processes he/she administers. The HR Assistant is expected to have good customer and interpersonal skills, to be tactful and discreet, and to be able to work as a part of a team. The position is located in the Executive Office/Personnel Division (EXO/PER) and directly reports to the Human Resources Specialist.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other related duties as assigned by the agency.

Human Resources Support:

1. Assists with the preparation of new contracts and contract modifications and budget estimates for FSNPSC employees; obtains all of the necessary clearances and signatures for proper distribution. **60%**
2. Administers the Spanish Language program for US Direct Hire (USDH) and US Personal Services Contract (USPSC) staff, and the English Language Program for FSNs. This includes, but is not limited to receiving invoices, preparing vouchers, requesting material, scheduling classes, advertisement and recruitment for both instructors, and reserving funds.
3. Administers the Mission's Web.PASS Post Personnel software. Maintains the data for all employees (FSN, USPSC, and USDH) up to date on a monthly basis and prepares the yearly reports for the Annual Attestation, for the annual Capital Security Cost Sharing (CSCS) bill, and for the Executive Agency Personnel System (EAPS).
4. Prepares personnel actions required to report within grade increases, promotions, and any other change in the employee's status. Circulates the personnel actions for the appropriate signature and distributes these.
5. Acts as liaison with the Embassy's Regional Security Office (RSO) and prepares all the necessary documentation when requesting renewal of ID Badge for all employees, name checks, security background investigations for new employees, interns and temporary employees, and for any other personnel-related request.
6. Assists by providing employees with information outlining available training opportunities and providing logistical and administrative support services when needed to conduct in-house training.
7. In close collaboration with the HR Specialist and the Human Resources Assistant (FSN-8), the incumbent may be required to assist with the recruitment and selection process for Locally Employed Staff (LES) ensuring that personnel

recruitment policies and practices are followed properly in accordance with the Memorandum of Agreement (MOA) on recruitment and employment of LE Staff, jointly managed between State Department and USAID/Honduras. The incumbent may also be asked to assist with the recruitment and selection processes of positions administered outside of the MOA. For all selected candidates the incumbent is responsible for preparing the necessary documentation to obtain security and medical clearances and assembles employment orientation material for new hire employees. The incumbent will also be requested to draft letters for candidates not selected.

8. Acts as the Human Resources File Management custodian. As such, the incumbent will be responsible for:
 - Maintaining and safeguarding the official contract and personnel files for all staff assuring that all documents are handled appropriately and in a timely manner according to the Records Management and Disposition Regulations.
 - Opening files for new hire FSNPSC, USPSC and USDH employees.
 - Keeping and updating the Health and Life Insurance and Retirement Plan file.
 - Maintaining and safeguarding the Selection Files for all recruitment processes of FSNPSC and USPSC employees.
9. Updates on a monthly basis the organizational charts, the Emergency Cascade, and the Employee Directory for all Mission offices and assures these are distributed accordingly to those who have the need to know.

Administrative and Clerical support:

40%

1. Performs secretarial duties for the Human Resources Office and provides secretarial services to Executive Office and other Mission Offices as needed. Receives and directs incoming correspondence to the appropriate staff, answers telephones, and greets and escorts visitors.
2. Prepares cables, work orders, and vouchers for medical examinations, advertisements, language programs, and other personnel-related actions. The incumbent is also responsible for entering procurement requests through the Global Acquisition and Assistance System (GLAAS) for all Human Resources related actions.
3. Processes, files, and upkeeps as appropriate, a variety of formats and employee lists as requested.
4. Prepares and distributes salary memorandums to FSN employees when salary increases are approved in the Local Compensation Plan.
5. Prepares earning statements (constancias) for all Mission employees. Also, prepares affidavits and distributes departure material for departing personnel.
6. Provides back up to the EXO Secretary and to the Travel and Shipment Assistant in their absence. When requested serves as the back-up for the Human Resources Assistant (FSN-8) by performing all the responsibilities assigned to him/her in relation to the Health and Life Insurance, Retirement Plan, Awards, Contracts, Evaluations for FSNPSC employees, and Training.

REQUIRED QUALIFICATIONS:

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

Education: Completion of secondary school including secretarial or business administration studies is required.

Prior Work Experience: Three (3) to five (5) years of progressively responsible experience in the Personnel or Administrative field is required.

Language Proficiency: Level III – Good working knowledge in English and Spanish. At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English-speaking staff members and the general public, including both English speaking and non-English speaking persons. This will be tested.

Job Knowledge: Excellent knowledge of administrative office procedures including operating procedures, correspondence formats, filing requirements, and other clerical/secretarial actions. Must be able to acquire good knowledge and understanding of personnel operations such as, but not limited to health insurance, retirement plans, personnel data bases, and file management.

Skills and Abilities: Excellent communication and interpersonal skills are required. Tact, diplomacy, and discretion are required in order to manage sensitive information. Must be able to work with others as part of a team. Must have excellent computer skills in Windows-based applications, Microsoft Office, and other personnel-related software needed in the performance of his/her duties. Must have the ability to do and understand basic arithmetic in order to prepare routine vouchers, contract budgets, purchase orders and procurement requests for personnel related actions.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration

TO APPLY:

Interested applicants 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. Sections 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; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Alice Castro Wu

Telephone: 2236-9320 Ext. 4743

CLOSING DATE FOR THIS POSITION: JANUARY 25, 2016

The US Mission in Tegucigalpa, Honduras 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.

See <http://honduras.usembassy.gov> or <http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras>
for additional information and employment opportunities

Appendix A

1. **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.

2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).