



**AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: HYD-10-03**

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Human Resources Clerk** in the Management Office.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All interested candidates.

**POSITION:** Human Resources Clerk; FSN-305-06  
HYA-540002 (Personal Services Agreement)

**OPENING DATE:** April 12, 2010.

**CLOSING DATE:** April 26, 2010.

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

**SALARY:** Not Ordinarily Resident: Grade: FP-08  
Ordinarily Resident: Grade: FSN-06

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Ensures that all personnel forms and attachments are complete, internally consistent, and in compliance with information available in Human Resources Office records, obtains additional or corrected information.
- Prepares WGI actions after obtaining Performance Evaluation Reports and Work Requirement Statement for supervisor's review and Management Officer's signature.
- Arranges, sorts, and files HR-related papers/documents including copies of position descriptions in folders/binders, as appropriate. Establishes folders for all new locally hired employees.
- Screens medical claim forms submitted by employees for required information, insures that required reports are attached and processes these claims for reimbursement by the insurance company.
- Assists the HR Supervisor in processing SIV and awards nominations including Extra Mile Award, Safe Driving, Length of Service, and other incentive awards.
- Provides Management and clerical support for Human Resources Section. Drafts/types miscellaneous routine/repetitive type of correspondence pertaining to wide range of personnel related subjects including cables, announcements, Office Memorandums, letters, reports, staff notices, statements, and different kinds of lists, etc. Performs other duties as assigned.

## **QUALIFICATIONS REQUIRED**

- Completion of college degree is required
- One to two years of related or equivalent USG experience or in HR work or a closely related field is required.
- Good working Knowledge in English and in Hindi or Telugu is required.
- Must have good working knowledge of general office operations and procedural requirements pertaining to functions performed in USG or HR Office .
- Must have the ability to type and use computer and to draft/generate reports. Also have the ability to maintain confidentiality and deal effectively, tactfully and discretely with a broad cross-section of people.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference 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. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Curriculum Vitae with cover letter highlighting the skills and experience rendering the applicant suitable for the particular job.
2. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

## **SUBMIT APPLICATION TO**

U. S. Consulate General,  
Human Resources Office  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad - 500003.  
FAX: 4033-8301  
or  
E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert “**HYD-10-03** “(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.

3. 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/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **April 26, 2010**.

Cleared by: MGT - WBoyle  
Drafted by: HR – KSharma

**AN EQUAL OPPORTUNITY EMPLOYER**