

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 10-31-A**

**SUBJECT:
Human Resources Assistant, FSN-7**

DATE: 12-22-10

**Candidates, who applied for Vacancy Announcement, number 10-31,
dated 08-08-10 need not re-apply**

OPENT TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Human Resources Assistant, FSN-7; FP-7*

OPENING DATE: December 22, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 22, 539 USD p.a. (Starting Basic salary)
(Position Grade: FSN-7)

*Not-Ordinarily Resident (NOR): 37,351 USD p.a. (Starting Basic salary)
(Position Grade: FP-7)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking an individual for the position of Human Resources Assistant in the Human Resources Section.

BASIC FUNCTION OF THE POSITION

Incumbent is responsible for processing of all personnel actions for Baghdad LE Staff and regional posts in accordance with Department of State regulations, post policy, and local law. Incumbent takes the lead on recruitment efforts for Baghdad's Hire and Baghdad vacancies. Coordinates and assists in the areas of Immigration and Visas.

A copy of the complete description of all duties and responsibilities is available at:
<http://iraq.usembassy.gov/iraq/jobs.html>.

QUALIFICATIONS REQUIRED

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

1. A college degree in Business Administration or other related field is required.
2. Three (3) years experience in Human Resources field or administrative experience with extensive public contact and the use of English Language is required.
3. Level 4 (fluency) Speaking/Reading/Writing English & Arabic is required. **Language proficiency will be tested.**
4. Good working knowledge of standard office procedures is required.
5. Proficient user of PC, word processing, and Internet as well as good working knowledge of spreadsheets is required. **Computer knowledge will be tested.**
6. Must have excellent interpersonal skills.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential 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 EFMs 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 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 as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. 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; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans 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.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://iraq.usembassy.gov/media/2010-current-pdfs/uae-and-instructions.pdf>

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: **Human Resources Assistant-10-31-A.**

The Universal Application form is also available at the US Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

CLOSING DATE FOR THIS POSITION: JANUARY 6, 2011

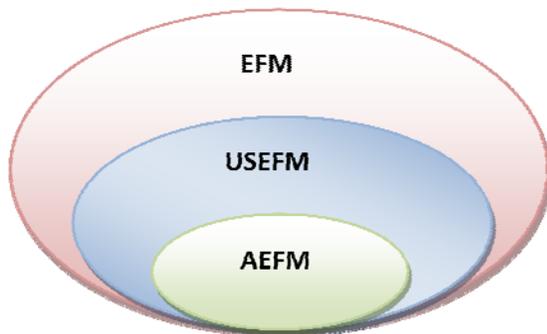
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

Approved & Cleared: A/S/HRO/WG
Drafted: HRA/AD

Appendix A

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.

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).

Appendix B

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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 10-31-A	SUBJECT: Human Resources Assistant – FSN 7 Major duties and Responsibilities	Opening Date: 12-23-10 Closing Date: 01-06-11
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LE Staff Recruitment: 50% of time

Incumbent must ensure that an up-to-date position description is on file before proceeding with the recruitment appointment (Designation of Beneficiary, Appointment Affidavit, etc.) After all documentation is in place, process. If the Position Description has been modified by the supervisor, then the full package (PD and JDHS) is sent to ISU Amman HRO for CAJEing.

Incumbent also serves as Post's expert on all FSN/PSA employment programs. Prepares and updates all advertisements for the Embassy's Recruitment Website. Collects, reviews, and screens all employment applications, short lists and sends to hiring manager if approved. Enters every application for employment on the LE Staff recruitment data base and drafts all correspondence responses to unsuccessful candidates, coordinate with Embassy Motor Pool for pick up/drop off and escorting of LE Staff job applicants from Al-Rashid, during skills testing and interview process. Incumbent is responsible for conducting testing of candidates who meets minimum qualifications required for specific positions then scheduling and attending interviews of candidates who pass the mandatory skills testing; drafts letters notifying applicants of the results of their applications.

Prepares conditional job offer for the selected candidate and arranges for collection of necessary forms in order to initiate the security clearance process; once both the security and medical clearances are obtained, prepares official job offer letter for employment and assists in executing documents necessary for the start of processes appointment personnel action through the Web Pass system. Prepares and establishes new Official Personnel File (OPF), maintains it and keeps it up-to-date; ensures that personnel files are properly protected and that access to files is allowed only to individuals authorized to view files content as provided by 3 FAM guidance. Updates chart on LE Staff Recruitment Actions status on a regular basis and provides it to the HRO as a regular weekly status report on Recruitment. Coordinates with ISU Amman HR office on Jordan/Egypt Hire job vacancies, about status on testing and interviewing and required clearances for positions that are designated to be filled through the Jordan/Egypt hiring mechanism; prepares various reports and staffing lists as required by HRO and the Management office. Guides new employees (LE TDYers and TCNs) through the whole check-in process and checking out. Serves as point of contact for prospective employees seeking information on job opportunities and the hiring process. Conduct Orientation programs for newly hired LE Staff.

LE Staff Performance Management Program for Embassy Baghdad and regional posts:
30% of time

Takes lead to ensure that personnel actions, work development plans, and annual performance evaluations for all LE Staff are completed accurately and on time.

Prepares monthly lists of employees that are due for regular and/or interim evaluation performance report by using the data from the Web PAS system. Prepares memos for supervisors advising them on the time line for completing employees ' EPRs by sending them a formal request for completion of EPR to include a separate memo for the work plan for the next rating period. Informs supervisors on the WGI due date (including information on promotion if applicable) advising them on the HR regulations' of timely processing of personnel actions related to these employees.

Does regular follow-up with supervisors on their completion of EPRs and prepares a list (on a monthly basis) of the delinquent supervisors that are late in submitting EPRs for their staff. The list is submitted to the Management Officer (through American HRO) and should be forwarded to the DCM for follow-up action as required by the new LE Staff Recruitment Policy; once the EPRs are completed and turned in to HR, the HR Assistant processes personnel actions for LE Staff in WebPass Personnel Database and via telegram to ensure that staffs are compensated, promoted, or separated. Help conduct and execute the LE Staff separation policy for LE Staff when needed.

Program Administration: 15% of time

Updates HR SharePoint page information.

Collects American diplomatic/official passports and LE Staff-TDY passports to obtaining Iraqi entry visa stamps; the HR assistant will be the main POC with the Ministry of Interior (MOI) and Ministry of Foreign Affairs (MFA) for Visa entry stamps issues; also prepare Do Not Detain (DND) cards for new arrived LE Staff-TDY and American employees; and update Diplomatic List (enter passport details and diplomatic titles); Drafts Diplomatic Notices; prepares Welcome Kit for American Direct Hires, American TDY and PCS, 3161, All Agencies and LE Staff-TDY.

Translates documents from Arabic to English and vice versa; makes office supply request through Arriba system; helps LE Staff to fill out Time and Attendance form; assist employees on T&A issues.

Monitors HR inbox and Webgram on a regular basis, answering or directly inquiries and filing telegrams in appropriate OPFs. Retires OPFs per DOS regulations. Prepares and collects Special Immigrant Visas (SIV) requests from applicants.

LE Staff Medical Insurance Claims Processing: 5% of time

Receives and reviews for eligibility expense claims submitted by LE Staff based on medical insurance coverage and prepares package for approval of HR Officer for further processing. Communicates with LE Staff and FMO on the status of claims processing and then sends out notification e-mail to employees of approved claims to receive their claims' payments from the Embassy's cashier.