



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

**Human Resources Assistant, FSN-09**  
**(Executive Office)**

**VACANCY ANNOUNCEMENT No. 16-01**

**OPENING DATE:** June 29, 2016  
**CLOSING DATE:** July 20, 2016 (5pm Baghdad time)  
**MARKET VALUE:** FSN-09 (USD 29,900 – USD 44,852 basic salary p.a.)

**POSITION GRADE:** Full performance grade level for this position is: FSN-09. A training grade level, below FSN-09, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

**BASIC FUNCTION OF POSITION:**

Incumbent serves as an assistant and advisor to the Supervisory Human Resources Specialist on all matters related to personnel management at USAID/Iraq. With minimal supervision, the incumbent resolves routine problems and defers only complex issues and situations to the Supervisor. Incumbent updates staffing reports and processes a variety of actions for staff under different hiring mechanisms.

**Major Duties and Responsibilities:**

**A. Foreign Service National Staff Issues (30%)**

- a) Position Classification: Position Classification: Receives and reviews all new and revised position descriptions and job discussion help sheets to ensure they are complete before initiating the classification process. Prepares and conducts discussions/interviews with supervisors and employees if required to gain an in-depth understanding of the job and to prepare classification packages per MCLASS guidance. If position descriptions (PD) require changes, the incumbent will work closely with the supervisor and makes recommendations so that the PDs are accurate and reflect correct duties and organizational relationships. Ensures all documents are complete before submitting the FSNPSC position classification package to the Regional Classification Office per MCLASS System requirements. Advises employees and supervisors on final position classification results and appeals procedure. Incumbent maintains electronic files for all the positions with positions descriptions, job discussion help sheets and MCLASS job reports.
- b) Performance evaluations: Drafts or edits and transmits requests for regular, interim or other Work Plans (WP) and Performance Evaluation Reports (PER) for Iraq Mission staff, providing all needed information to assist supervisors and employees with the discharge of this responsibility. Follows up on and monitors their timely completion. When warranted, drafts and transmits notices on overdue reports, and prepares related lists for the HR Specialist. Establishes and/or modifies rating cycles, keeps abreast of changes in affecting rating cycles, based on information obtained from other HR staff, and/or compiled from HR documents or records; and modifies the related database system to ensure the maintenance of accurate and up-to-date information.

Regularly checks the list of departing rating officers and requests interim reports, as appropriate. Responds to general questions and provides information to assist employees and/or supervisors in completing reports. Reviews completed reports to ensure accurate and thorough completion, requests/explains necessary modifications, processes completed reports, and updates the database system accordingly. Prepares related ad hoc reports, as requested.

c) Personnel Actions: Develops and issues Personnel Actions for within grade increases on the basis of required supporting documentation and assists, as assigned, in issuing various other personnel actions, such as for promotion, appointment, separation, etc. Ensures that all necessary information for issuing the actions are provided to him/her and/or collected from the appropriate records and includes the remarks and information appropriate and necessary for each type of action. Ensures the completeness and distributes copies of all personnel actions issued by HR FSN to appropriate staff and organizations in a timely manner, and develops and maintains related logs. FSN Personal Services Contracts: Incumbents prepares new contract, contract modifications and contract terminations for all FSN employees.

**B. US Direct-Hire employees**

**(15%)**

Incumbent monitors assignment reports, prepares requests for clearance verifications and requests for diplomatic titles prior to employees arriving to Iraq. Submits updates to the diplomatic list to counterparts at Embassy State/HR. Incumbent drafts arrival and departure notices for all US direct hire employees assigned to Iraq and sends out the cables using the SMART system for telegrams. Incumbent submits diplomatic passports to Embassy HR for residence visa issuance and to obtain the appropriate diplomatic identification cards.

**C. Vetting and Badging**

**(20%)**

Due to the strict vetting system used in Baghdad, the incumbent must ensure that all security certifications are up to date so that employees from all categories (USDHs, USPSCs, TCNPSCs, FSNTDYs and FSNPSCs) are able to obtain their Embassy badges accordingly. Incumbent notifies employees with enough time in advance when their security certifications will be expiring and then submits the vetting or re-vetting paperwork to the Security Office. The incumbent serves as the main point of contact for badging and vetting issues. Using the RSO Badge System for requesting badges, the incumbent creates a record for each employee and submits requests for biometrical appointments. The incumbent follows up with the badging office when the badges are ready for pick up.

**D. Staffing Reports**

**(15%)**

Updates staffing database to reflect any organizational changes or changes in the various data elements of employee records. Incumbent runs queries on Personnel System or Staffing pattern to be able to present staffing information as requested by the Supervisory HR Specialist.

**E. Others (Awards, Filing, correspondence)**

**(20%)**

Serves as a focal point for the recording and processing of various award nominations. Reviews approved On-the-Spot Cash (OTSC) award nominations for Iraq employees to ensure thoroughness, budget availability and that amount(s) are within the authorized ceiling, and records, files and processes the awards. Updates and maintains related logs. Processes incentive award nominations within the Mission and to the Interagency Awards Committee and updates and maintains related logs and files. Ensures nominating officials are advised of decisions, notifies FMO to process payment for approved cash awards, and announces awards ceremonies. Develops lists of Iraq employees eligible for Length of Service Awards, and develops award certificates for Iraq staff for Length of Service Awards, Meritorious Honor Awards, and any other special awards. Assists in making logistical arrangements for Mission award ceremonies.

Performs various other administrative and clerical duties to ensure the provision of quality and timely services. Develops service letters for Iraq staff, letters for credit cards or bank loans, etc. Develops and sends responses/regrets, via email or letter, to candidates seeking employment with the Mission and/or unsuccessful applicants. Updates HR FSN forms, when necessary, and ensures the availability of hard and soft copies to provide to mission staff. Copies documents and mails various materials. Assists visitors, and responds to questions or refers to appropriate staff.

Maintains, organizes and updates Official Personnel Files (OPEFs) and PSC Contract files and ensures their completeness, accuracy and compliance with HR & contracting content requirements and organization. Maintains, organizes and updates a variety of other HR files and records, including subject files, chronological and historical files to ensure the maintenance of complete and accurate records. Searches files and records to extract data and/or assemble information required for various documents and/or reports or to provide information.

### **15. Qualifications Required For Effective Performance**

- a. Education (10 points):** Successful completion of a Bachelor's degree in Personnel/Human Resources management, Business/Public Administration, International Relations, Law, Humanities or other related area, is required.
- b. Prior Work Experience (25 points):** A minimum of four years of responsible administrative and clerical experience with a reputable English-speaking organization in Human Resources/Personnel Management, related administrative, or closely related customer service experience is required.
- c. Language Proficiency (20 points):** English Level IV (fluent) written and spoken is required. Arabic Level IV (fluent) written and spoken is required. **(Language proficiency will be tested)**
- d. Job Knowledge (20 points):** Thorough knowledge of standard office procedures and practices. Thorough knowledge of the requirements and procedures for preparing various HR forms, reports, correspondence, and documents, as well as the organization and maintenance of OPFs. Good knowledge of HR policies and procedures regarding a host of Iraq HR functions and services, as well as post and mission specific HR policies and procedures for Iraq staff. Familiarity with Iraq laws, regulations, practices and other factors affecting HR services.
- e. Skills and Abilities (25 points):** Excellent skills in using MS Word & Excel in a Windows environment are required. Skill in using other applications, e.g., Visio, Crystal report, etc. is highly desirable. English Typing Level II (40 wpm), with a high degree of accuracy is required, and Level I Arabic typing is required. Good mathematical skills required. Excellent interpersonal skills, pleasant personality, customer-oriented, tactful, and courteous in dealing with Mission staff and office visitors. Good organizational skills, patience, and the ability to work under pressure and to deal with information in a confidential manner.

### **How to apply for this Vacancy Announcement**

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Universal Application for Employment (UAE) (Form DS-174), which is available on the website <http://iraq.usembassy.gov/jobsvacancies.html>;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;

**Applications should be forwarded only on the email: [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov) address. Only signed applications submitted on the prescribed application DS-174 Form and on the email address given in the vacancy announcement will be considered.** When submitting an application, the vacancy announcement number and the title of the position must be mentioned in the subject line. Incomplete applications, unsigned or applications received after the closing date will not be considered. Only short listed candidates will be contacted for their test/interview.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

*USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.*

USAID Iraq  
EXO/Human Resources  
Job Application  
USAID Compound  
**Email:** [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov)