VACANCY NUMBER 16-006

OPEN TO:	***ALL INTERESTED CANDIDATES/ALL SOURCES***
POSITION TITLE:	**HUMAN RESOURCES ASSISTANT**
OPENING DATE:	JANUARY 27, 2016
CLOSING DATE:	FEBRUARY 10, 2016
WORK HOURS:	FULL TIME, 40 HOURS PER WEEK
SALARY:	ORDINARILY RESIDENT (OR): FSN-7 NOT-ORDINARILY RESIDENT (NOR): FS-7** **Final grade/step for NORs will be determined by Washington.

The U.S. Mission in Israel is seeing eligible and qualified applicants for the position of
HUMAN RESOURCES ASSISTANT

BASIC FUNCTION OF POSITION:
This position is located in the Human Resources Office at the U.S. Embassy in Tel Aviv. The Incumbent is responsible for performing a variety of administrative and clerical duties in support of the Locally Employed Staff (LE) personnel programs for Tel Aviv. Incumbent assists LE staff employees on matters relating to benefits and compensation. Incumbent must be able to deal tactfully and politely with employees and the public often under difficult and sometimes sensitive circumstances. Must have strong communication and service oriented interpersonal skills.

QUALIFICATIONS REQUIRED:
Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- **EDUCATION:** Some College studies in General Science field.
- **EXPERIENCE:** Two to three years of progressively responsible experience in personnel work or a closely related field.
- **LANGUAGE:** Level IV English and Hebrew (fluency). **(This will be tested.)**
- **SKILLS AND ABILITIES:** Good working knowledge of Microsoft Office, i.e. Word, Outlook and Excel.