

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-16-007

OPEN TO: All interested candidates

POSITION: Human Resources Assistant
Executive Office

OPENING DATE: March 10, 2016

CLOSING DATE: March 23, 2016

WORK HOURS: 40 hours/week

POSITION GRADE: Foreign Service National (FSN) Grade-09

ANNUAL SALARY: Min. Step 01 (JD13,874) Max. Step14 (JD 22,896)

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Human Resources Assistant in the Executive Office (EXO). This is a Personal Services Contract (PSC) position, grade FSN-09. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-09 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

This position is the Human Resources Assistant (HRA) in the Human Resources Section of the Executive Office, USAID/Jordan. The incumbent is responsible for a wide range of Human Resources (HR) activities for U.S. Direct Hires (USDH), U.S. Personal Services Contractors (USPSCs), and Foreign Service National Personal Services Contractors (FSNPSCs). The incumbent provides advice and technical guidance on human resources matters, and performs a variety of administrative personnel tasks. The incumbent is considered one of the Mission POCs for MCLASS position classification. Also the incumbent will manage a myriad of human resources duties and responsibilities related to his/her portfolio such as: recruitment, contracting,

check-in\check-out, orientation, medical insurance, awards, personal actions, monitoring of FSNPSC performance evaluation schedules, and other human resources related duties.

Major Responsibilities:

Recruitment, Selection and Personal Services Contract (PSC) Management:

The incumbent processes all documentation and manages all actions pertaining to all phases of the recruitment process. S/he prepares vacancy announcements, screens all applications against the qualification criteria as outlined in the vacancy announcement, provides administrative support to the Technical Evaluation Committee (TEC), and keeps the recruitment process moving forward. S/he schedules English language tests, schedules and proctors technical tests, schedules interviews, serves as a non-voting human resources member on interviews to ensure proper Human Resources protocols are followed and performs reference checks.

Upon Selection, the incumbent collects salary documentation, analyzes the candidate's previous salary history, and recommends a starting salary based on the applicable compensation plan and in accordance with Personal Services Contracting Procurement regulations. The incumbent drafts budgets, negotiation memorandums, personnel actions, and contracts, for the Supervisory Executive Specialist review. S/he assists new recruits with enrollment in applicable benefit plans. S/he prepares and schedules briefings for new hires and is responsible for development and delivery of an employee orientation briefing for newly hired staff.

Personnel Management:

The incumbent provides a wide range of Human Resources duties to all types of employees within USAID\Jordan. The incumbent interprets and applies regulations for effective personnel operations. S/he researches, analyzes, reviews various policies and programs, and makes recommendations to the Supervisory Executive Specialist for implementation. The incumbent provides guidance and assistance to all Mission staff on general personnel and administrative matters, such as terms and conditions of employment, local social security benefits, leave, retirement, procedures and requirements for awards, evaluations, disciplinary actions, allowances, and promotions.

Mission Point of Contact (PoC) for MCLASS:

The incumbent is the designated Human Resources Assistant who acts as the main point of contact representing his/her assigned offices within USAID\Jordan for Human Resources Support Units (HRSU). Under the guidance of the Supervisory Executive Specialist, the incumbent reviews all packages before submission for classification and/or re-classification to the HRSU. The incumbent works closely with position supervisors to ensure that all classification packages are completed and submitted in an accurate and comprehensive manner.

Qualification Criteria:

1. A Bachelor's degree in one of the following fields: Business Administration, Human Resources, Finance, Public administration, Liberal arts, or Social Sciences is required. **Supporting documentation for the university degree must be included in the application for eligibility purposes.**
2. Three years of progressively related experience in managing human resources duties, which will be evaluated based on; managing and understanding work contracts, hiring mechanisms, recruitment, and personnel management is required. Experience working in multi-cultural organizations is also required.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.
4. Skills and Abilities:
 - Must be able to operate in a highly functioning diversified team, demonstrate excellent skills in maintaining consistency, confidentiality, and high degree of discretion when dealing with human resources duties.
 - Must maintain excellent interpersonal skills, must be able to handle issues diplomatically with firmness and compassion to provide excellent customer service in a manner that maintains smooth and effective working relationship with all personnel.
 - Must demonstrate high level of diplomacy and professionalism in attitude and appearance as the incumbent will represent the United States Government when dealing and meeting potential applicants.
 - The incumbent must have demonstrated excellent knowledge in interviewing and negotiations.
 - Must have excellent experience in identifying and resolving problems in a timely and professional manner.
 - The incumbent must have demonstrated excellent experience in documents' quality control and written communication skills. The incumbent must be able to continuously monitor own work to ensure quality.

- Must demonstrate a high level of attention to detail, accurate data compiling and analysis, deliver presentations, and make accurate arithmetic and budget calculations related to his/her field.
- The incumbent must have demonstrated ability in managing time and competing demands, dealing with frequent changes delays or unexpected events, prioritizing and juggling tasks to meet critical deadlines, follow instructions and respond to management directions.
- The incumbent must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office suite, data analysis tools, and ability to navigate the Internet with ease.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to Email: usaidemployment@state.gov

- a. Complete Universal Application for Employment (DS-0174); plus
- b. A current resume or curriculum vitae; plus
- c. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

For emails with several large attachments, please divide your attachments on two or three emails (e. g. in the subject heading write part 1 and attach some of the documents and for the rest of the attachments please attach them on another email(s) as required and write the sequence of parts in the subject heading)

Benefits and Allowances:

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.