

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-007

OPEN TO: All interested candidates

POSITION: Human Resources Assistant
Executive Office

OPENING DATE: April 19, 2012

CLOSING DATE: May 02, 2012

WORK HOURS: 40 hours/week

SALARY: JD11,957 – JD19,731
Position Grade Level 09

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. 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, such as position description requirements, Special Immigration Visa (SIV), retirement, entitlements and benefits. The incumbent plays a major role in classification of positions and recruitment, including orientation of new employees. S/he performs a variety of administrative tasks, such as maintaining databases, filing, and report generation. S/he monitors the FSNPSC performance evaluation schedules, processes awards, and processes Health and Accident Coverage (HAC) insurance requests.

Major Responsibilities:

Job Classification:

The incumbent is a certified position classifier. S/he is responsible for conducting and facilitating the process and for classifying new/revised position descriptions (PDs) of FSNPSCs.

Under the guidance of the Supervisory Executive Specialist, the incumbent reviews all requirements for establishment of new positions and reclassification of existing positions. S/he provides assistance and advice to supervisors, Office Directors, and Team Leaders in writing PDs. S/he reviews PDs submitted for accuracy, clarity, uniformity, and completeness to ensure that the PD properly captures the requirements and skill sets necessary to perform the work.

Recruitment Process and Contract Management:

The incumbent processes all documentation and manages all actions pertaining to all phases involving the recruitment process. S/he prepares the vacancy announcement and advertises widely through the Mission newsletter, USAID and Embassy websites, and daily newspapers. S/he reviews the technical information and evaluation criteria in the solicitation to ensure clarity, fair competition, and transparency in the selection process.

The incumbent liaises with Embassy Human Resources section on the receipt of all applications; s/he screens all applications against the qualification criteria as outlined in the vacancy announcement, and separates unqualified applications. The incumbent provides administrative support to the Technical Evaluation Committee (TEC), and keeps the recruitment process moving forward. 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. She manages the contract through close-out.

Program Administration:

The incumbent interprets and applies regulations for effective personnel operations. S/he researches, analyzes, and 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, training, promotions, and career development.

The incumbent notifies raters regarding annual, interim and mid-cycle performance evaluations of FSNPSCs, screens evaluations for inadmissible comments, and prepares personnel actions for within-grade-increases (WGIs). S/he prepares delinquent evaluation reports for the EXO's review and action.

The incumbent provides support for the Executive Officer and the Supervisory Executive Specialist in American Direct-hire employees processes.

In absence of the Supervisory Executive Specialist, s/he may assume full responsibility for the Human Resources Section and refers unusual problems/inquiries to the Supervisory Executive Officer.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Bachelor's degree in Personnel Administration, Human Resources, or Business Administration is required.
Supporting documentation (e.g. a copy of bachelor's degree diploma) must be included in the application for eligibility purposes.
2. Three years of progressively responsible experience in administration, personnel management, recruitment, or position classification is 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; else candidate will be tested again.
4. Skills & Abilities:
 - a. Must have demonstrated excellent interpersonal skills, and have extreme discretion in handling personnel matters to inspire confidence, and maintain confidentiality.

- b. Must also be able to draft clear and factual correspondence in English. Must be able to work in a team environment. Must be able to handle issues diplomatically, with firmness and compassion to provide customer service in a manner that maintains smooth and effective working relationship with all mission personnel.
- c. Must be able to prioritize tasks, able to work well under time constraints and pressure, be meticulously detailed and organized. Must have demonstrated excellent analytical ability and sound judgment to effectively classify positions; to correctly interpret and adapt personnel policies and regulations; and to identify problems and devise appropriate solutions.
- d. Must have demonstrated originality of ideas and creative thinking in dealing with concerns not covered by regulations, and in developing and proposing actions that increase efficiency of operations. Must be able to utilize office technology for increased productivity.

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 interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal Embassy 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

Point of Contact:

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