



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

Revised ANNOUNCEMENT NO: VA-13-02 (Juba)

OPEN TO: Qualified South Sudanese Nationals only.
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Human Resource Assistant

POSITION GRADE: FSN 07

OPENING DATE: Thursday: January 24, 2013

CLOSING DATE: Friday: February 08, 2013 Max. 4:30 p.m. (South Sudan time)

WORK HOURS: Full time 40 hour per Week.

The United States Agency for International Development (USAID) South Sudan is seeking applications for the position of Human Resource Assistant in the Executive Office.

JOB SUMMARY:

Under the supervision of the Human Resources Specialist, the incumbent performs the full range of personnel services support for all US Citizen Employees (USDH, USPSC, Locally Engaged Staff (LES) and Third Country National employees (TCN). The incumbent is responsible for: LES staff recruitment and employment which includes, drafting advertisements, coordinating the interview and selection processes, obtaining pre-employment clearances, etc. S/he is responsible for preparing check-in and check-out packages and arranging orientation programs for the newcomers with all USAID/South Sudan offices.

MAJOR DUTIES AND RESPONSIBILITIES:

- The incumbent assists in coordinating the in-house and mission training programs and is assigned as the mission point of contact (POC) for training programs. As the POC coordinates and updates the training schedules; organizes logistic support to the facilitator and participants i.e. registration, lodging, visa, course materials and maintains training records, etc. Will be responsible for maintaining a training data base for the entire mission.
- The incumbent prepares Personal Services Contracts for Foreign Service Nationals including the estimated contract budget and any amendments of solicitation/modification of the contract for various actions. Maintenance of the office personnel folders of USAID/South Sudan USDH, USPSC, TCNPSC and FSN employees.
- The incumbent will be responsible for coordinating awards program for USAID/South Sudan and will maintain an up to date data base for all the awards received by the employees.
- The incumbent will be responsible for preparing Travel Authorizations both paper TA and E2 for all International travel and local travel authorizations. Serves as the backstop for the Travel Assistant. Files all travel documents in personal folders and maintains a current master file for references. Provides guidance to the traveler on travel regulations. Assists in reviewing invoices from the travel

agent to ensure accuracy in billing. Ensures that approved TDY memo is available for all TDYers arriving Juba, South Sudan.

- Will assist the supervisor in preparing Staffing Patterns, ORG Charts, filing and other HR and travel related reports.

EDUCATION (20): Bachelor degree in Business Administration, Economics, Human Resources, or other related field is required.

EXPERIENCE (20): Three to five years of progressively experience of general administrative/human resources is required.

LANGUAGE (20): Level IV in English and local language written and oral are required.

KNOWLEGDE, SKILLS AND ABILITIES (40) Must have a good knowledge of general office operations and procedural requirements pertaining to functions performed in the Human Resources Office. And also must have knowledge of computer operation, word processing, and spreadsheet applications. Must be able to organize work and be able to operate standard office equipment (e.g. photocopier, scanner, fax, calculator, etc...).Excellent interpersonal skills required

HOW TO APPLY

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, and send the required documents to: **Jubahr02@usaid.gov**. OR Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside US Embassy Entrance. The DS 174 form is available on US Embassy web site: http://southsudan.usembassy.gov/job_vacancies.html

The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is February 8 2013, (16:30 hrs. Juba, South Sudan time). Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. USAID Application Form (to be filled out completely)

Note:

1. Only short-listed candidates will be notified.
2. Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
3. No in-person appointments or telephone calls will be entertained.
4. In-house candidates must apply through their supervisors.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY