

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 41/2014
OPENING DATE: 09/16/2014
CLOSING DATE: 10/03/2014
POSITION TITLE: Human Resources Assistant (Regional), (Two positions) FSN-8
SALARY RANGE: KZT 3,688,902 p.a. – KZT 4,665,282 p.a. (gross salary)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID Regional HR Support Unit for Asia (c/o USAID/CAR), Almaty, Kazakhstan

MAJOR DUTIES: Under the general administrative supervision of the USAID/Central Asian Republics (USAID/CAR) Regional Executive Officer and technical supervision of the Senior Human Resources (FSN) Specialist in the USAID/Washington/HR FSN (Foreign Service National) Unit the incumbent: 1) provides guidance to supervisors, managers, and others in Missions throughout the Region on the preparation of FSN position descriptions, assuring they are accurate and up-to-date; 2) reviews classification/re-classification requests submitted by client Missions, through the serviced Missions EXO/HR Unit, making recommendations on a course of action; 3) via supervisory discussions and employee position reviews by phone or video conferencing gathers additional information to verify duties and assignments, and to gain an understanding of the requirements of the position and the manner in which the job holder proceeds to carry out the work; 4) evaluates positions using the MClass system; 5) provides a draft MClass Job Report to the supervisor for his/her review and for the review of the employee in the position, if any; 6) upon concurrence from the client Mission determines the recommended grade level and the official position title, and advises supervisors and employees of classification results, and on appeal procedures, if required; 7) reviews proposed USPSC and TCNPSC Scopes of Work and proposes a Market Rate, as requested by client Missions; 8) provides advice to client Missions on recommended recruitment processes, including the construction of job announcements; guidance on determining the area of consideration; proper handling of overqualified candidates and/or candidates with excessive current salaries; recommending criteria for selection panel composition, interview questions, preparation of memoranda of negotiation, etc.; 9) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, Skills and Experience (50%): University degree in Human Resources Management, Public Administration, Business Management, Contracting, or a related field. Minimum three years of progressively responsible experience in HR management or related fields. Ideally, one to two years of this experience will be in an organization that provides direct experience in working with the USG, or another international non-governmental organization, in an English-language environment. Prior USAID or USG HR experience is desirable. Good understanding of compensation and employment processes, position classification and HR administration; the ability to develop a good understanding of organization development principles, and a general knowledge of USPSC and TCNPSC contracting. A general knowledge of host-country labor laws in the country of assignment and/or the countries serviced. Ability to manage multiple priorities with minimal supervision; to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas and creative solutions, to make decisions quickly and independently when dealing with urgent requests, and handle requests and complaints promptly, effectively, and diplomatically with all levels of employees in client Missions and USAID/Washington.

- Teamwork/Interpersonal and Communication Skills (30%): Excellent interpersonal and communication (both oral and written) skills; ability to inspire confidence in clients, to establish and maintain effective working relationships with superiors, supervisors and employees in a culturally diverse work environment. Candidate must be highly organized, be strongly customer service oriented, and able to work under pressure.

- Language skills (20%): Level IV (Fluent – Oral and Written) English. Written English skills are particularly important. The Assistant must be able to express ideas and concepts clearly and accurately, both verbally and in writing; writing skills will be assessed by a review of written products provided by the candidate(s).

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Friday, October 03, 2014. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.