



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 12-02

OPEN TO: **All Interested Candidates**
US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies
(Current Embassy employees serving probationary periods are not eligible to apply)

POSITION: **Human Resources Management Specialist, FSN-10**

OPENING DATE: January 11, 2012

CLOSING DATE: January 25, 2012

WORK HOURS: Full-time; 40 hours/week

GRADE/STEP: *Not-Ordinarily Resident (NOR): FP-05 (to be confirmed by Washington)
**Ordinarily Resident (OR): \$19,443.00 per annum starting salary

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy in Monrovia is seeking an individual for the position of **Human Resources Management Specialist** in the Human Resources Office.

BASIC FUNCTION OF POSITION:

Serves as senior advisor to the Human Resources Officer (HRO) on all human resources management related issues. Under the supervision of the HRO, the incumbent is responsible for performing the full range of personnel functions to the mission's 279 Locally Employed Staff (LES), other agencies, Eligible Family Members (EFMs), and 35 Americans. Responsible for drafting Mission long-range staffing projection. Supervises four Locally Employed Staff (LES). Responsible for implementing new human resources policies and procedures at post, reviewing position descriptions, holding job discussions with both supervisors and employees to verify details of the position, alerting the HRO and all section/agency Heads on all vacancies and prepares job announcements.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for the full performance of post personnel management program. Supervises the preparation of LES personnel actions; including placement, promotion, within grade increase (WGI), resignations and retirement. Responsible for the Post Personnel System (PS) to prepare, track and update Post personnel records, such as staffing patterns, personnel actions and Personal Services Agreements (PSA) for locally employed staff. Responsible for and manages the recruitment and hiring process of LES. Supervises the submission of bi-weekly time and attendance reports and adjustment cables. Communicates with FSC Charleston on LES and Americans staff pay and allowances issues. Provides information and guidance to all locally employed staff on wage and benefit issues, including the local leave plan. The incumbent supervises the process of Employee Performance Reports (EPR). Manages post LES medical insurance program and assist in the preparation of routine personnel actions related to a variety of benefit areas such as medical insurance claims, restoration of leave, etc. Advises and provides information on a wide range of complex personnel matters such as Civil Service Retirement, Embassy Local Social Security Temporary

Retirement Plan, Worker's Compensation Program, and other personnel policies. Guides and advises supervisors on the preparation of LES Position Descriptions.

- Under the direct supervision of the HRO, assist with the preparation of post long range staffing projections. Coordinates with Mission agency heads for the preparation of the Local Compensation Plan (LCP). Plans annually with American Supervisors and the Financial Management Office for post training and awards program for the availability of funds and coordinates all training programs for post personnel. Manages post awards certificates and arranging for the payment of cash awards. Coordinates and sets up actual events and supervises venue preparation of the awards ceremonies.
- Responsible for the administration of all American personnel entitlements and benefits issues to include training, temporary duty, R&R, Family Visitation Travel (FVT), EVT and medical evacuation. Prepares Diplomatic listing submitted to the Ministry of Foreign Affairs and other diplomatic missions. Manages the in-out processing program and assembles welcome packets. Prepares all travel (TM) cables. Supervises the maintenance of pay records on all employees and tracks compensatory time. Prepares all allowances for American personnel such as Post Allowance, Post Differential, Service Needs Differential report and researches questions raised concerning allowances.
- Prepares a variety of recurring and non-recurring reports as well as official correspondence administrative issues. Updates, prepares, publishes and maintain the LES Handbook, Supervisor Handbook and the LES Medical Handbook. Participates in local wage surveys.
- Processes, advises and assists Americans personnel on matters pertaining to program and open seasons for Federal Employees Health Benefits (FEHB), Thrift Saving Plan (TSP), Federal Employees Group Life Insurance (FEGLI), Savings Bonds and Annual Ethics training.
- Performs all duties relating to Mission Classification (MClass) of local positions Monrovia, Liberia.
- Supervises four Human Resources Assistants engaged in the preparation of performance evaluation notifications for final completion by affected supervisors. Oversees the process of personnel actions as appropriate for FSN/PSA employees. These include placement and promotion, family change and reassignment of local employees. Undertakes complex actions such as downgrading, grade retention, change in work schedule with promotion and separation. Identifies training opportunities appropriate to local staff career; when approved by Post Management, coordinates participation, accommodation and medical insurance coverage in training.
- Where necessary assists HRO in administering disciplinary actions in accordance with the Embassy's disciplinary policies. Prepares the necessary documents and performs all tasks relating to separation benefits on the termination of service of any employee.
- Has responsibility for implementing all new Human Resources policies and procedures at post.
- Reviews position description (whether vacant or filled) to ensure that duties and responsibilities are correctly described; holds job discussions with supervisors and employees to verify or obtain details of a position or to provide guidance for describing a position. Advises on appropriate position or staff restructure in various sections to enhance mission's goal. Prepares Analysis and Evaluation reports in accordance with the Mission Classification (MClass) system. Discusses evaluation results with supervisors; approves title of positions to the HRO. Counsels employees affected by the downward and upward movement in positions resulting from MClass or reassignment of duties. Carries out the process of placing employees on grade retention entitlement or saved grade status as necessary.
- Coordinates LES/PSA, EFM and AEFM recruitment. Alerts the HRO or agency heads to all vacancies; prepares job opportunities announcements and advertisements in line with the technical and academic requirements of the vacant position; in collaboration with Supervisors and HRO, schedules interviews for applicants, administers skill tests if appropriate; advises on matters of salary and benefit, prepares documents for and handle all activities regarding medical examinations, security checks, request for identity cards and prepares personnel actions to effect

appointment. Upon employment of any applicant, conducts orientation briefings especially on code of conduct expected of USG employees.

QUALIFICATIONS:

1. University Degree in Human Resources Management, Business Administration or a related field is required.
2. Five (5) years progressively responsible experience in Human Resources Management is required; one of which must be supervisory.
3. Level IV (fluent) English ability is required.
4. The incumbent must be the resident expert in embassy personnel issues. Must have knowledge of the local labor law as well as the prevailing practices and customs as they apply to compensation, retirement and other phases of personnel management.
5. Must have managerial skills and a personality which inspires confidence in locally employed staff and be able to work closely and constructively with American staff. Excellent computer skills, particularly in word processing, data processing, using the Post Personnel System (PS) are required.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application:**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO:

Human Resources Office

Attention: **Human Resources Management Specialist**

American Embassy

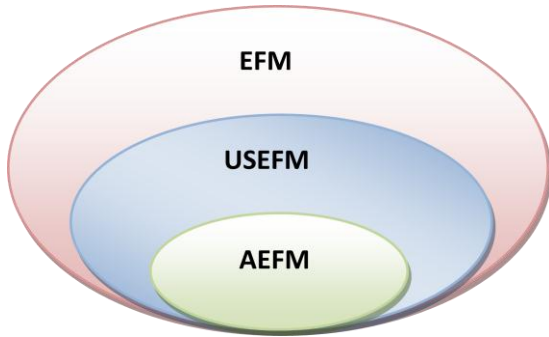
P. O. Box 98

1000 Monrovia 10 Liberia

Drop in application box at Gate #3

The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office or access on line

DEFINITIONS:



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (January 25, 2012)

The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA: SJDahn
Cleared: FMO: JPareja
Approved: MGT: RAcuff
[Signed copy in HR office]