



VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals for the position of **Human Resources Assistant** for its Mission in Liberia.

VACANCY NUMBER:	VA-669-15-000009
OPEN TO:	All Interested Candidates. Current employees serving a probationary period with the mission are not eligible to apply.
POSITION:	Human Resources Assistant
OPENING DATE:	July 20, 2015
CLOSING DATE:	August 7, 2015
WORKING HOURS:	Full-time, 40 hours/week
SALARY & BENEFITS:	FSN-7 (Salary ranging from US\$15,217 to US\$ 22,822 p.a. depending on full performance standard).

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN LIBERIA BEFORE BEING ELIGIBLE TO APPLY.

BASIC FUNCTIONS

Under the supervision of the Human Resource Specialist, the incumbent performs a wide variety of HR functions including recruitment processing, benefits administration and personnel actions for FSN employees of USAID Liberia as well as training and the bi-annual inter-agency awards.

MAJOR DUTIES AND RESPONSIBILITIES

Recruitment/FSN Employment Processing and Personnel Actions

1. Assists in the recruitment of local employees for positions scheduled to become vacant or for newly-established positions in the Agency, and generally takes charge of all actions involving the positions.
2. Prepares job vacancy announcements for USAID Website and inter-agency/ internal dissemination/transmission and newspaper advertisement by summarizing the duties and responsibilities and the required qualifications of the position for approval of the Executive Officer and recruiting office.
3. Screens all applicants/application letters received in response to job vacancy announcements determining those who are qualified and refers and forwards application letters/resume to the requesting office/division.
4. Coordinates required interview including skill tests for short-listed applicants.
5. Processes qualified FSN candidates for employment.
6. Prepares contract and the necessary documents in processing the new employee.
7. Prepares periodic contracts and contract amendments as required for FSNPSC employees reflecting yearly salary adjustments, within-grade increases, promotions, reassignments, changes in names/status, titles, organizational assignments, new appointments, meritorious step-increases, separation actions etc. In line with these actions, JF-62 (Personal Services Contracting Action), SF-50 (Notification of Personnel Action), SF-30 (Amendment of Solicitation/Modification of Contract), and a variety of various forms are processed using computer-generated database as required by regulations for signature of the contractors and Contracting Officer.
8. Ensures that personnel actions/changes are processed in a timely manner and forwarded to FSC-Charleston.
9. Coordinates with offices concerned in the preparation of GLAASs to effect actions for project-funded employees' contracts with regards to budget allocation, extension of contract, establishing new contracts, additional funding obligation, contract termination, etc. necessary for computing funding requirements, such as basic salary, miscellaneous, bonuses, transportation, meal, annual leave lump-sum payable by fiscal year periods.

10. Composes a variety of personnel communications - letters, memoranda, certifications - in connection with FSN employment.
11. Processes retirement papers for FSNs and assists former USAID employees in completing retirement forms, summarizing total employment history of the retiree based on verified or unverified retirement service.
12. Issues Statement of Service to separating employees, indicating his/her service outside USAID and service with AID.

Employees' Benefits

Administers FSN Benefits

Job Evaluation/Classification

Coordinates the analyses and evaluation for proper classification of FSN positions.

USDH & USPSC Administration

1. Prepares briefing/welcome material for newly arrived U.S. employees. Inform all arriving and departing employees of check-in and checkout procedures and preparing arrival and departure cables for all USDH employees.
2. Coordinates and maintains contact with personnel at the embassy HR to facilitate accreditations (new and extensions) for new and current USDH and USPSC employees.

QUALIFICATION

Education: Degree in Business Administration, Public, Administration or related field is required.

Prior Work Experience: A minimum of three years experience in personnel administration or related field is required.

Language Proficiency: Level IV English ability (fluent) is required in both oral and written communication.

Job Knowledge: Good working knowledge of USAID personnel regulations and procedures, ADS, 3 FAM and applicable US Government handbooks. Understanding of post benefits and procedures for USDH and FSNs.

Skills & Abilities: Strong interpersonal skills. Must be able to work with people from different cultures. Must possess considerable initiative and resourcefulness to deal with various personnel issues. Must have thorough knowledge of filing and records management. Must be computer literate.

Selection Process

After an initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

How to Apply

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume
3. The names and contact details of three references that can attest for your professional qualifications and/or work experience.
4. Documentation (e.g. copies of certificates, awards, degrees) that address the minimum requirements of the position).

Submit application to:

HR Assistant position

USAID/Liberia

C/O American Embassy, Gate 3, Mamba Point

Attention: S. Browne; USAID/EXO/HR

sbrowne@usaid.gov and amangou-koon@usaid.gov