ANNOUNCEMENT NUMBER: JAE#08-13

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO: US Citizen Appointment Eligible Family Members (AEFMs) – All Agencies

POSITION: Human Resources Specialist (HR),

GRADE FP-6*

OPENING DATE: Thursday, June 20, 2013

CLOSING DATE: Open until filled

WORK HOURS: up to full-time; 40 hours/week

SALARY: (available once FP grade is confirmed by Washington)

NOTE: ONLY APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMS) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN AEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

The U.S. Embassy in Nouakchott is seeking a U.S. Appointment Eligible Family Member (AEFM) for the position of Human Resources Specialist in the Human Resources Office within the Management section.

BASIC FUNCTION OF POSITION:

Incumbent manages the human resources function under the Management Officer's instructions. Oversees the full range of human resources at post, including: recruitment, classification, staffing and performance management for 379 LE Staff and over 60 American employees. Provides comprehensive advisory services to supervisors on employee-management problems, position classification matters, and oversees the EPR and EER process and other paperwork and cables. Supervises four HR staff and one language coordinator.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the Human Resources Office at 4-525-2660, extension 4488, 4475 or 4718 if needed.

QUALIFICATIONS REQUIRED:

NOTE: All applicants <u>must</u> address each selection criterion detailed below with specific and comprehensive information supporting each item.

1). 3 years of experience in human resources management or have completed HR courses at FSI and have at least two years relevant experience in management.
2). Level 4 English is required;
3). Extensive knowledge of position classification, training, recruitment and retention, compensation management and other personnel issues. Familiarity with local labor laws and customs. Knowledge of managing problems across cultures.
4). Must be able to manage people and projects. Must have leadership skills. Must be able to counsel employees and supervisors on a wide variety of problems. Must have skills in briefing and training. Must have excellent interpersonal skills. Must be able to develop programs and procedures to enhance human resource management at Post.

If the selectee does not qualify at the full performance level (Washington makes the grade determination for all AEFMs and EFMs based on education and experience), he/she will enter at a lower grade level and will receive an upgrade after one year.

ADDITIONAL SELECTION CRITERIA:

1) Management will consider issues such as conflict of interest, nepotism and budget in determining successful candidacy.
2) Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3) When equally qualified, American family members (AEFM's) of Mission employees who are also US Veterans will be given first preference.
4) If applicable to the position, successful candidate **must** be able to obtain the required security clearance.

TO APPLY:
Interested candidates for this position should submit the following:
1. Letter of Application
2. DS-174 Application Form or a current resume or curriculum vitae that includes information requested on the DS-174 (the Employment Form DS-174 is also available at: http://mauritania.usembassy.gov/employment.html); plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

DELIVER APPLICATION to the front gate application deposit box at the Embassy guard reception with announcement number **"JAE#08-13"** on the envelope; or mail it to the following address:

American Embassy Nouakchott
P. O. Box. 222
Nouakchott, Mauritania
Tel: **45-25-26-60**

PLEASE DO NOT INCLUDE ANY OTHER MARKINGS BESIDES THE JOB ANNOUNCEMENT NUMBER AND THE EMBASSY ADDRESS ON THE ENVELOPE

POINT OF CONTACT:
Human Resources Office
Telephone: **45-25-26-60 ext: 4475, 4488 or 4718**
Fax: **45-25-15-92**

DEFINITIONS
AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen
- Spouse or child who is at least 18 years of age;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.

1. EFM: Family Members at least 18 years of age listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

2. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of Foreign Service, Civil Service and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.

CLOSING DATE FOR THIS POSITION: ***Open until filled***

The US Mission in Nouakchott 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: HR: EBWAH
APPROVED: MO: MZADVA