

**AMERICAN EMBASSY  
WINDHOEK  
VACANCY ANNOUNCEMENT**

**2016/04**

**February 22, 2016**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Human Resources Specialist, FSN-10; FP-05 (step 5)

**OPENING DATE:** **February 22, 2016**

**CLOSING DATE:** **March 04, 2016**

**WORK HOURS:** Full-Time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): 455,708 gross NAD per annum  
(Starting salary) (Position grade: FSN-10)

\*Not Ordinarily Resident (NOR): \$ USD 58,032 per annum  
(Starting salary) (Position grade: FP-05 step 5) – Final grade  
will be determined by the appropriate Washington or US  
headquarters office.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE  
FOR CONSIDERATION.**

The Embassy of the United States of America in Windhoek is seeking to hire an individual for the full-time position of Human Resources Specialist.

**BASIC FUNCTIONS OF THE POSITION**

The incumbent provides a full range of personnel services to American direct-hires, eligible family members and locally recruited staff of the U.S. Mission in Namibia. These services include, but are not limited to, recruitment of local staff, position classification, diplomatic accreditation and coordination of programs such as Family Member Appointment (FMA) employment, compensation, training, and internship (Foreign National & U.S.). Incumbent assists the Executive Office with Official Residence Expense (ORE) staff issues; serves as the Mission expert on Namibian labor laws; and is the government technical monitor (GTM) for the local health benefits/medical aid and pension plans. The HR Specialist also supervises two Human Resource Assistants.

For a copy of the complete Position Description please contact the Human Resources office at e-mail [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, Industrial Psychology or Commerce plus five years of progressively responsible experience in human resources management and one year of supervisory experience is required;

OR

Two years of college level study in Human Resources Management, Business Administration, Public Administration, Industrial Psychology or Commerce plus seven (7) years of experience in human resources management and at least one year of supervisory experience is required.

2. Level IV (fluent) Reading/Speaking/Writing English and at least one local language (Fluent) are required. This will be tested.
3. Expert knowledge of local labor law and social security laws as well as prevailing customs and practices as they apply to compensation and employment is required. Knowledge of Vienna Convention and Local Affirmative Action Law and Immigration Law is also required.
4. Advanced skill using Microsoft Office products is required. This will be tested.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested candidates for this position should submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. 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; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. 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.

**SUBMIT APPLICATION TO**  
[HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

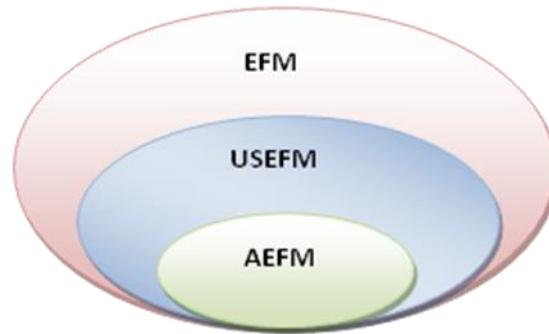
**CLOSING DATE FOR THIS POSITION: March 04, 2016.**

The U.S. Mission in Namibia 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.

## APPENDIX A - DEFINITIONS

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



1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).