



EMBASSY OF THE UNITED STATES OF AMERICA

*The Embassy of the United States of America in Windhoek is seeking an individual for the position of **Human Resources Specialist**.*

The Incumbent serves as the Embassy's Human Resources Specialist under the American Human Resources Officer and provides a full range of personnel services to American, direct-hire, AEFM and locally recruited staff to agencies subscribed under ICASS. For a copy of the complete Position Description please contact the HR office at e-mail HROWindhoek@state.gov

Requirements:

- *Namibian citizenship/work documents are required.*
- *Bachelor Degree in Human Resources Administration, Business Administration, Management, Law, Industrial Psychology or Accounting is required.*
- *Five years of progressively responsible experience in human resources administration and two years of supervisory experience is required*
- *English and at least one local language Reading/Speaking/Writing Level IV (Fluent) is required. This will be tested.*
- *Expert knowledge of local labor law and social security laws as well as prevailing customs and practices as they apply to compensation and employment. Knowledge of Vienna Convention and Local Affirmative Action Law and Immigration Law.*
- *Advanced skill using Microsoft Office Products is required. This will be tested.*

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz, or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 p.m. on or before April 16, 2014.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to HROWindhoek@state.gov

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

Please note that all vacancies within the US Embassy are advertised on the following website: <http://windhoek.usembassy.gov>