



## EMBASSY OF THE UNITED STATES OF AMERICA

The Embassy of the United States of America in Windhoek is seeking two individuals for the positions of **Human Resources Assistant**.

**Applicants that previously applied for the position do not need to re-submit applications as they will be considered.**

Under the direction of the Human Resources Specialist, the incumbent performs various human resource functions such as the recruitment and orientation of new employees, administering and reconciliation of employee benefits, maintenance of data and records related to employment, monitoring the staff performance plan, administering the training program, classifying positions and taking responsibility for the bi-weekly submission of the timekeeping information

### **Required Qualifications and skills:**

1. Three year degree in Human Resources Management/Industrial Psychology or Administration is required.
2. Three years' experience in human resources management is required.
3. English Reading/Speaking/Writing Level IV (Fluent) is required. This will be tested.
4. Computer literacy with proficiency in Microsoft Programs, including MS Word and Excel 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 on or before **July 7, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to [HROWindhoek@state.gov](mailto: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>**