



Senior Human Resources Specialist

The Embassy of the United States of America, Wellington is seeking an individual for the position of Senior Human Resources (HR) Specialist.

The Senior HR Specialist is a permanent, full-time vacancy. The position will serve as the advisor on the full range of HR matters to the American HR Officer and to other Local and American managers in Embassy Wellington, the Consulate in Auckland and the Embassy in Samoa.

To be successful in this role, you will have a minimum of 3-5 years of direct HR administration experience, dealing with a variety of HR issues such as recruiting, performance management, compensation and benefits, payroll, etc. Your excellent HR experience must include 1-2 years of effective supervisory experience, and is complemented by your university degree in Business or Liberal Arts/Humanities.

The successful candidate should be able to balance organizational HR rules with a willingness to serve customers. Working in an environment that is constantly busy with numerous deadlines, the ideal candidate will be flexible and adaptable, make quick decisions, meet constantly changing priorities, maintain composure and display outstanding interpersonal skills. The successful candidate will also be a highly driven professional who is confident and comfortable communicating at all levels, both within the Embassy and externally.

The starting salary for this position is \$66,631 per annum.

All employees of the US Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, covering letter and CV by email to Wellington.HR@state.gov.

For further information or to apply for this position, please forward correspondence to:

HR Officer
Embassy of the U.S.A.
P.O. Box 1190
WELLINGTON
Email: Wellington.HR@state.gov

Applications close at 5pm on Tuesday, 19 June 2012

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*