

ANNOUNCEMENT NUMBER: 14-27

OPEN TO: All Interested Candidates/All Sources

POSITION: Human Resources Assistant: FSN-7; FP-7
Developmental Level: FSN-6; FP-8

OPENING DATE: 08/06/2014

CLOSING DATE: 08/13/2014

WORK HOURS: Full Time (40 hours per week)

SALARY: Actual salary and grade will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

NB: Applicants who responded to Vacancy Announcement No 14-19 need not to reapply as their application will be considered.

Note: This position requires extensive knowledge of laws, regulations and guidelines regarding Human Resources Management. Development level may be established depending on qualifications and experience of the selected candidate.

The U.S. Embassy in Niamey is seeking applications from **qualified** individuals for the position of **Human Resources Assistant** in Human Resources Office.

BASIC FUNCTION OF POSITION:

This position is located in the Human Resources (HR) Office at American Embassy Niamey, Niger. The incumbent provides a wide range of HR services for the Embassy and associated agencies. Primary duties include the recruitment and selection of Locally Employed Staff (LE Staff) and Eligible Family Members (EFMs). Processes personnel actions, liaises for benefits, provides orientation to LE Staff and prepares HR reports. Incumbent reports to the Senior HR Assistant.

Complete position description is available in the HR (Human Resources) office.
Tel: 20 72 26 62/63 Ext. 4015/4479

QUALIFICATIONS REQUIRED:

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

1. **Education:** U.S. High school diploma or host country equivalent is required.
2. **Prior Experience:** Three years of progressively responsible experience in the field of human resource management is required. Two of the three years experience should be with a U.S. Government organization, international non-governmental organization and/or diplomatic mission.
3. **Language Proficiency:** Level III (fluent) Speaking/Writing/Reading English and Level IV French is required. Level IV (Fluent) speaking in Hausa and/or Zarma is also required. English language proficiency will be tested.
4. **Knowledge:** Thorough knowledge of human resource management functions, host country local labor law, social security system, and prevailing practice are required. Good working knowledge of USG policies, regulations and procedures and prevailing practices and customs as they apply to compensation and retirement is a plus.
5. **Skills and Abilities:** Must be a self-starter, possess a high degree of initiative and be creative. Must have excellent customer service and interpersonal skills. Must be able to establish and maintain effective working and professional relationships with both Mission personnel, host government officials (Labor, Social Security Insurance, etc), and other professional contacts. Strong organizational skills and the ability to multi-task prioritize, and complete assignments in a timely manner are required. Must be able to analyze personnel data and draft required ad hoc reports. Typing Skills (40 wpm) and excellent computer skills (e.g. Microsoft Word, Excel, Outlook, Publisher, Access, etc.) are required. Typing proficiency will be tested.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment 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:

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger

POINT OF CONTACT

Human Resources Office
Telephone: (227) 20-72-26-62, Ext. 4015/4479

CLOSING DATE FOR THIS POSITION: 08/13/2014 at 17:30 PM

The U.S. Mission in Niamey 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.

U.S. Mission Niamey is a drug-free work environment.