

Human Resources Assistant, FSN-7/FP-7 (TEMPORARY)

The U.S. Embassy Dushanbe is seeking an individual for a full-time position of **Human Resources Assistant, FSN-7/FP-7 (TEMPORARY)**. The incumbent serves as an HR Assistant in the Human Resources Office, American Embassy Dushanbe. Services are performed to all agencies at post. Performs a variety of HR-related functions such as responsibility for Locally Employed (LE) Staff payroll issues, processing of personnel actions for Embassy LE Staff, managing and coordinating two HR programs: LE Staff Performance Management program and Awards program. The incumbent serves as Embassy Main Timekeeper resolving variety HR areas. Performs other tasks that require knowledge of clerical and personnel practices and procedures.

QUALIFICATIONS REQUIRED:

- 1. EDUCATION:** At least two years of college/university study is required.
- 2. EXPERIENCE:** Minimum two years of progressively responsible experience in administration is required.
- 3. LANGUAGE:** Level IV (Fluency) in written and spoken English is required. Level IV (Fluency) in written and spoken Russian or Tajik is required. This will be tested.
- 4. KNOWLEDGE:** Extensive knowledge of fundamental human resources management laws, policies and practices.
- 5. SKILLS AND ABILITIES:** Ability to advise on and resolve moderately complex issues; make informed judgment on problem areas and issues; select and apply appropriate provisions for each case; oral and written communication skills sufficient to formulate and present arguments and advisory opinions.
- 6. SKILLS AND ABILITIES:** Excellent computer skills; ability to prepare complex tables and graphs.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. [Universal Application for Employment \(UAE\) \(Form DS-174\)](http://dushanbe.usembassy.gov/job_opportunities.html), which is available on our website http://dushanbe.usembassy.gov/job_opportunities.html or by contacting Human Resources.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office
Mailing Address: #109 'A' Ismoili Somoni Ave., U.S. Embassy Dushanbe
FAX Number: N/A
E-mail Address: Dushanbe_Jobs@state.gov

The deadline for application is February 5, 2016

Applications and documents presented become the property of the Embassy and will not be returned. Successful candidates, who meet the criteria for this position, will be called and invited for an interview.