

Human Resources (Visa Support) Assistant, FSN-7/FP-7

The U.S. Embassy Dushanbe is seeking an individual for a full-time position of **Human Resources (Visa Support) Assistant, FSN-7/FP-7**. The incumbent's primary duties are in the areas of Visa Support and Accreditation, Recruitment, and other Human Resources support functions. The incumbent provides Tajik visa support and accreditation services to American employees and family members. The incumbent assists the Human Resources Officer in administration of recruitment and training programs. The incumbent translates routine correspondence documents from Tajik and Russian into English and vice versa.

QUALIFICATIONS REQUIRED:

- 1. EDUCATION:** Completion of High School is required
- 2. EXPERIENCE:** Two years of administrative related experience is required.
- 3. LANGUAGE:** Level IV (Fluency) in written and spoken English and Russian is required. Level III (Good Working Knowledge) in written and spoken Tajik is required. This will be tested.
- 4. KNOWLEDGE:** Good working knowledge of fundamental human resources management laws, policies, and practices is required.
- 5. KNOWLEDGE:** Detailed knowledge of Tajik visa processing and accreditation is required.
- 6. 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.

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' Ismoil Somoni Ave., U.S. Embassy Dushanbe

FAX Number: N/A

E-mail Address: Dushanbe_Jobs@state.gov

The deadline for application is March 16, 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.