

U.S. Mission to Tunisia

VACANCY ANNOUNCEMENT NUMBER: 10/16

OPEN TO: Current Employees of the Mission-All Agencies.

POSITION: Human Resources Assistant-HRO

OPENING DATE: Friday, March 04, 2016

CLOSING DATE: Friday, March 18, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: *Ordinarily Resident (OR):* FSN-7 TD 25, 698 gross annual salary
(Position is graded at the full performance level of Grade: FSN-07)
Not-Ordinarily Resident (NOR): FP-7* US\$ 35,014 p.a. (Starting Salary)
***Final grade/step for NORs will be determined by Washington.**

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*)
MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Tunis is seeking eligible and qualified applicants for the position of Human Resources Assistant in the Human Resources Office.

BASIC FUNCTION OF POSITION:

The Incumbent acts as the Payroll Liaison Assistant for all FSN/PSA, American payroll and benefit issues including submission and correction of Time and Attendance (T&A) cables to GFS Bangkok and Charleston; serves as the principal assistant to the HRO regarding all aspects of the American and FSN payroll and benefits procedures and performs a wide range of duties related to American personnel pay and allowances. Incumbent is responsible for obtaining Tunisian residency visas and diplomatic I.D. cards for U.S. employees and their eligible family members; obtains third country visas for all mission personnel and is responsible for administration of the Special Immigrant Visa

process. Incumbent is responsible for the ORE contracts, pay scales and annual medical tests. Incumbent is the principal point of contact for all issues pertaining to salary surveys and changes to the Local Compensation Plan.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** At least two years of University Studies is required.
- 2. EXPERIENCE:** At least three years of Human Resources experience or administrative related work is required.
- 3. LANGUAGE:** Level IV (fluent) English, French and Arabic are required. (This will be tested.)
- 4. SKILLS AND ABILITIES:** Good computer skills: MS Word, Excel, MS Power Point, Time and Attendance application (Win TA 3.20) and PASS application. Strong communication and service oriented interpersonal skills are required. Ability to work independently and to set priorities in order to complete work assignments in a timely manner. Ability to independently research and apply regulations correctly and to give sound advice to American and LE staff employees and to know when to refer more complex and sensitive cases to the HR Officer. Must be able to work under extreme pressure and respond quickly to last minutes requests. Must be able to deal effectively with the public and handle difficult travelers in calm, efficient and tactful manner.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be found on our website at <http://tunisia.usembassy.gov/> or by contacting the Human Resources Office 71 107 320.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran**
- (2) USEFM or a preference-eligible U.S. Veteran**
- (3) FS on LWOP**

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current Ordinary Resident (OR) employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of “Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current Not-Ordinary Resident (NOR) employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor’s tour of duty to be considered eligible to apply for this position.

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

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Mailing Address: Human Resources Office American Embassy Tunis
Les Berges du Lac
1053 Tunis, Tunisia.

FAX Number: **71.107.080**

E-mail Address: TunisApplicants@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under Chief of Mission authority

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws