



American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O Box 31617, Lusaka District, 10101, Zambia
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PERSONNEL ASSISTANT

The Embassy of the United States of America invites applications from suitably qualified and experienced individuals to fill the position of Personnel Assistant in the Executive Office under **USAID**.

CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis, Based on the Embassy's Local Compensation Plan – FSN 8, with a salary ranging from ZK109,098,929.00 to ZK169,789,188.00 per annum.

MAJOR DUTIES & RESPONSIBILITIES

The incumbent will be responsible for:

- Managing medical health insurance issues for both Locally Employed Staff and one Health Insurance for United States Direct Hire employees updating lists and processing payment documents upon receipt of invoices for membership and excess charges.
- Preparing arrival and departure notices for new arrivals, Home Leave Return to Post, Mid-Tour Transfer etc., and ensures that all arrival and departure processes are completed within the shortest possible time.
- Updating and maintaining all personnel documents in WebPass and organizational charts reflecting the required data on positions as well as mission staffing patterns and position descriptions.
- Hiring Process – advertising, short-listing and interviews.
- Preparing and maintaining records indicating when evaluations are due for USAID's Locally Employed Staff and Third Country National employees and advising the Personnel Specialist on the status of compliance.
- Preparing the Time and Attendance for the Local Employed Staff in the Executive Office. Conducting actions in Computer Aid Job Evaluation (CAJE), Personnel Services Contracts (PSC), Human Resources (HR), and Global Acquisition and Assistance System (GLAAS) after appropriate training.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Successful completion of senior secondary school with a diploma in Business Administration, Human Resources Management or other related field is required.
- Minimum two years in positions of increasing responsibility over administrative personnel functions is required.
- Level IV (fluent) English is required.
- Knowledge of general office procedures, correspondence format, filing and appointments is required.
- Tactful and discretion in dealing with employees and medical insurance providers are required.

- Good interpersonal skills and level III typing is required.
- Ability to draft cables, letters and reports and word processing programs, in particular Excel and MS Word is required.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **September 06, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: The Executive Office, USAID/Zambia, American Embassy, Subdivision 694/Stand 100, Kabulonga District, Ibex Hill Road, P. O. Box 32481, Lusaka.

Only short listed candidates will be contacted.