



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: JANUARY 15, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 01/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: HUMAN RESOURCES ASSISTANT

LOCATION OF WORK: U.S. EMBASSY, ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: JANUARY 29, 2016

SALARY: FSN-8 (USD 10,938 to USD 19,686) depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The incumbent based in USAID Ethiopia serves as the Human Resources Assistant for the USAID mission in Djibouti and in Ethiopia and performs a full range of Human Resources Services for the mission employees. The incumbent may provide backup HR assistant support to USAID Ethiopia on an as-needed basis. Under the supervision of the Human Resources Specialist, the incumbent provides the full range of administrative and clerical services in the Human Resources Office, for functions related to both U.S. and Foreign Service National (FSN) personnel. This includes arrival and departure processing for U.S. and FSN personnel, basic recruitment processing for FSN personnel, conducting basic contract negotiations and preparation of FSN personal services contracts, assisting employees with benefits-related procedures, preparation of all contracting and benefit actions, and responsible for all the records management of the Human Resources Office.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: 2 years of post-secondary studies in human resources/personnel management is required.

EXPERIENCE: 3 years' experience in a human resources position, demonstrating progressive levels of clerical and administrative responsibility is required.

LANGUAGE: Level IV (Fluent) spoken and written English and Amharic is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The candidate must have a good working knowledge of standard office management procedures, HR/personnel management principles, records management, and local and U.S. Government regulations relating to HR management. Computer skills are essential. Excellent interpersonal and communications skills are required as the incumbent has to interact effectively with people from widely varying socio-economic and cultural backgrounds. Incumbent should be a self-starter with strong organizational skills, must show initiative, and consider confidentiality as an important work ethic. The incumbent must have a high degree of sensitivity and a genuine service oriented attitude, especially when dealing with grievances and disciplinary actions.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[UNIVERSAL APPLICATION FOR EMPLOYMENT \(DS-174\)](#)] along with the credential documents to USAID/Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date or may submit it via the email address addisusaidjobs@usaid.gov. Late and incomplete applications will not be

considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: THE APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [UNIVERSAL APPLICATION FOR EMPLOYMENT \(DS-174\)](#). THE FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.