



# USAID | SOUTHERN AFRICA

**Reference No.:** 674-14-1043

**Position/Salary Range:** Human Resources Clerk  
FSN-07: R161,629.00 – R226,276.00 (Full Performance Level)  
FSN-06: R129,233.00 – R180,922.00 (Trainee Level)  
**Additional benefits include miscellaneous allowance, medical and pension fund subsidy and housing and dependents' education assistance subject to qualification.**

**Open To:** All South African citizens and permanent residents with valid work permits at the time of application.

**Location:** USAID/Southern Africa  
Regional Executive Office (REXO)  
Pretoria, South Africa

**Opening:** October 02, 2014

**Closing:** October 16, 2014

**Work Hours:** Full-Time; 40 hours/week

**USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above positions.**

**Completion of Matric (Grade 12) and English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification SHOULD NOT apply as their applications will not be considered.**

**Basic Function of Position:**

The USAID/Southern Africa REXO is responsible for providing Human Resource Management, Information Technology/Data Management, Procurement, General Services, Property Management, Real Property Management, Communications and Records, Travel, and Facilities Management to the South Africa mission and its client missions.

The HR Clerk position is responsible for a wide range of administrative support to the Mission's Human Resources activities with specific accountability that includes contract file maintenance and time and attendance.

**Major Duties and Responsibilities:**

As part of the HR unit, the incumbent is responsible for, but not limited to, the following duties:

**A. HR OFFICE MANAGEMENT**

- Organizing and maintaining unclassified contact and other files in the Human Resources Office.
- Organizing and maintaining an HR electronic system and filing all documentation in the respective files.
- Compiling and updating FSN lists.
- Preparing information list as requested by the Human Resources Specialist.

**B. TIMEKEEPER**

- As REXO Time Keeper, the incumbent will send reminders to EXO staff and will receive, check and maintain all time and attendance sheets.
- Reporting on annual and sick leave which include filing documentation of SF-71 "Request for Leave" forms, certificates of illness.

- Incumbent will collect FSN time and attendance and leave sheets and enter data into WIN TA system—the official Department of State payroll system for Locally Engaged Staff (LES) processed through Charleston Financial Center (CFC).
- Arranging and maintaining files by pay period.
- Requesting pay audits and working with Charleston on pay issues.
- Responding to LES salary and benefits inquiries.
- Resolving Pay issues with CFC.

### **C. FSNPSC Administration**

- Drafting modifications to contracts based on MAARDs prepared by requestors.
- Drafting personnel actions (JF-62s) for all changes in employment including assignment, WGI, MSI, extensions, terminations, etc.
- Performing calculation for contract terminations (retirement, resignation).
- Administering the inter-agency transfer of FSN staff.
- Arranging for attendance at US Embassy FSN employee orientation.
- Drafting Verification of Employment letters for banks and schools.
- Issuing FSN Handbook, Access Badge, Security Card and “What is USAID” booklet.
- Arranging for FSN salary advances.

### **D. LES Recruitment/Selection/Orientation**

- Drafting vacancy notices and advertisements for external recruitment actions, working with the Procurement Agent on the latter.
- Receiving CVs, selecting basically qualified candidates.
- Controlling logistics for Selection Panels.
- Obtaining interview questions from the Technical Offices.
- After receiving the Selection memorandum, drafting offer letter and preparing contract.
- Following up medical/security clearances.
- Coordinating with Data Management Division (DMD) to prepare work station.
- Clearing and forwarding assignment personnel action to Charleston.
- Arranging for attendance at US Embassy FSN employee orientation.
- Drafting Verification of Employment letters for banks and schools.

### **Required Qualifications at the Full Performance Level:**

#### **Education:**

Completion of high school (Std. 12/Matric) is required.

#### **Prior Work Experience:**

At the full performance level, at least three years of progressively responsible experience in secretarial and administrative field, two years of US Government or Private sector is desirable.

#### **Language Proficiency:**

**English language fluency (Level IV English), both in oral and written communications, is a requirement for this position.** English language written skills will be evaluated in the initial review of an applicant's submission by a review of the cover letter and of the CV itself as well as in the testing phase. Oral English skills will be evaluated in the interview phase.

#### **Knowledge:**

The incumbent should have:

- Knowledge of filing practices, classification categories and organizational terminology is essential.
- Knowledge of Word, Excel and ASSIST computer programs is required.
- Ability to search for information on the internet when required.

#### **Skills and Abilities:**

The following skills and/or abilities are essential to the position, unless otherwise stated:

- Demonstrated proficiency in the use of Word, Excel and ASIST computer programs is required.
- Ability to search for information on the internet when required.
- Attention to detail and ability to work independently to set goals.
- Understanding logical progression to finalize tasks.

**Evaluation Criteria and Weights:**

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 25% based on application review and interview;
4. Knowledge/Weighted 20% based on written assessment and interview; and
5. Skills and Abilities/Weighted 30% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon the following:

1. A preliminary review of the applicant's submitted package (which includes the Cover Letter and CV) to establish that minimum educational and English writing fluency requirements are met.
  2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
  3. A personal or telephone/DVC interview.
  4. Reference checks.
- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
  - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
  - Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
  - Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
  - As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

**USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.**

**Applicability:**

The Human Resources Clerk will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**Compensation:**

The Human Resources Clerk will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**To Apply:**

**ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.**

**For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:**

1. Ensure that your application is accompanied by a **cover letter**,
2. Include a CV of no more than **4 pages**, and
3. Ensure that all communications (including your Cover Letter) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

**Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.**

1. P-Net Website:

[www.pnet.co.za](http://www.pnet.co.za)

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

2. E-mail:

[jobapplications@usaid.gov](mailto:jobapplications@usaid.gov)

jobapplications(at)usaid.gov

**Point of Contact:**

Penny Mamabolo, Telephone: (012) 452-2058

**Only short-listed candidates will be acknowledged.**

**Closing date for this position: October 16, 2014 (Close of Business).**

The U.S. Mission in South Africa provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.

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.