



# USAID | SOUTHERN AFRICA

**Reference No.:** 674-16-1002

**Position/Salary Range:** Human Resource Specialist (Offshore Hires)  
FSN-10: R 443,542.00 – R 620,961.00 (Full performance - Basic Salary)  
FSN-09: R 351,711.00 – R 442,046.00 (Trainee level - Basic Salary)  
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, and dependents' education assistance subject to qualification.

**Open To:** South Africans and South African permanent resident permit holders.

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

**Opening:** November 13, 2015

**Closing:** November 27, 2015

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

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

**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 ARE ENCOURAGED NOT to apply as their applications will not be considered.**

## **BASIC FUNCTION OF POSITION**

The Regional Executive Office (REXO) is accountable for a broad range of administrative and technical support to the bilateral Mission of over 290 employees (USDH, USPSCs and RH-USPSCs, TCNPSCs, fellows, interns, and FSNs) as well as its regional client missions: one presence mission (Angola), two representational offices (Namibia and Botswana), two non-presence (NPC) countries (Swaziland, and Lesotho), with staffing levels of approximately 64. HR support is also provided to Zimbabwe, Mozambique, and Zambia on request.

The USAID/Southern Africa REXO is responsible for providing Human Resource Management (FSN, USDH, USPSC, TCN PSC, fellows, interns, and volunteers), Information Technology/Data Management, Procurement, General Services, Property Management (both NXP and EXP), Communications and Records, Travel, Training, and Facilities Management to the bilateral Mission, and to their client Missions, as appropriate.

The incumbent is accountable for:

- Ensuring effective personal service contract (PSC) management for offshore hires, and that follow on contract administration is timely and accurate;
- Ensuring effective USDH, CASU, PASA, and fellow HR administration from the smooth transition during arrival and departure and effective HR administration during assignment to post;
- Enhancing Mission operations and staffing through effective workforce planning, USDH position management and position validation; and
- Managing all HR Offshore unit related filing for easy retrieval and adherence to records management criteria.

The HR Specialist (Offshore Hires) serves as the alter ego to the Senior HR Management Specialist; s/he supervises one HR Contracting Assistant responsible for HR contracts management, routine PSC activities, tracking, follow-up and official filing, and one PSC RH-USPSC.

## **Major Duties and Responsibilities:**

### **A. US & TCN PSC Management and Contract Administration: (45%)**

#### **1) Recruitment – Ensuring the right person is hired at the right time for the right position by:**

- Benchmarking positions according to Contract Information Bulletin (CIB 98-11), Acquisition & Assistance Policy Directive (AAPD 04-13) and OPM guidelines;
- Coordinating the creation of requisitions (REQs) in GLAAS;
- Drafting and finalizing solicitations;
- Obtaining HR/Washington (HCTM) advertising approvals;
- Posting advertisements onto FedBizzOps and USAID General Notices;
- Monitoring the receipt, review, and screening of applications, and identifying qualified candidates;
- Overseeing the organization of interview panels with shortlisted candidates as well as serving on panels as advisor on TEC interview panels; and
- Initiating salary offer upon receipt of Selection Memo from Technical Evaluation Committee (TEC) Chairperson.

#### **2) Contracting – Ensuring integrity in the negotiation and administration of US and TCN**

##### **Personal Service Contracts by:**

- Negotiating salary and benefits with incumbents (in coordination with the S/REXO Contracting Officer);
- Overseeing the processing of medical and security clearances with respective offices in Washington (AMS & SEC) in the case of USPSCs, and with the Regional Security Offices in the case of TCNPSCs;
- Submitting, managing, and collecting all related documentation including new contracts negotiation memoranda; and
- Ensuring the completion of in-hire documentation including personal information forms, emergency contact information and banking information as well as the collection of accounting and appropriation data from the Regional Financial Management Office to ensure funds availability for US/TCN Personal Services Contracts (Regional and Bilateral); and the tracking action on US/TCN PSC files for modification, amendment, closeout or renewal and gives advance notification to the Team Leader/Office Chief on relevant contract action requirements.

### **B. Ensuring effective USDH, CASU, PASA, and Fellow HR administration for the smooth transition during arrival and departure and effective HR administration during assignment to post. (25%)**

#### **Responsibilities include:**

#### **1) Upon arrival (all):**

- Upon receipt of an assignment cable, alerting all relevant sections at USAID and the Embassy (HR, RSO, GSO, Housing, CLO, FMO, DMD) of the incoming staff member;
- Updating and coordinating the arrivals and departures list;
- Updating and managing the staffing pattern and WebPass information;
- Providing all on-boarding documents to the incoming staff member;
- Overseeing arrival and related processes, including adherence to mandatory pre-deployment training (e.g., FACT and HTSOS);
- Preparing and disseminating arrival cable (after arrival) via Smart Clout;
- Overseeing the preparation/dissemination of in-hire required documentation including concurrence cables and diplomatic title cables (before arrival); new-hire orientation packets; employment forms and guidance for their completion (includes: check-in packages, arrival cables, DIRCO forms, SF1190, OF 126); requests for required ID cards, GLID access badges, residence permits, visas, etc.; and materials for accreditation; and
- Ensuring effective coordination with the Embassy Shipping Unit regarding arrivals and departures of employees and the shipping of their house-hold effects (HHE), unaccompanied baggage (UAB), and personally-owned vehicles (POVs).

#### **2) Orientation (US/TCN PSCs, CASUs, Fellows, and PASAs only):** Drafting briefing/welcome materials for newly-arrived staff and family members and overseeing the preparation of orientation packages.

#### **3) Accreditation (US/TCN PSCs, CASUs, Fellows, and PASAs only):**

- Initiating and facilitating accreditations (new and/or extensions of South African Diplomatic Identities and Visas) for new and current US Direct Hire, PSC employees, and family members through the submission of South African Government forms for the Department of International Relations and

- Cooperation (DIRCO) through HR/Embassy personnel; and
- Overseeing the processing of U.S. employees (and family members) for GLID Access Badges where necessary, and ensuring that all issues concerning the replacement of Embassy badges are resolved promptly.

**4) Upon Departure (all):**

- Overseeing the preparation and completion of required forms and their return to HR (includes: check-out package, departure cables, no claims release forms);
- Ensuring the return of Diplomatic ID Cards to DIRCO (via HR/Embassy) and notify DIRCO (via HR/Embassy) of departure date;
- Ensuring all departure briefings are attended and all U.S. Government issued equipment are returned;
- Preparing and disseminating departure cable (after departure) via Smart Clout; and
- Filing all documents in the appropriate format and file location.

**C. Enhancing Mission operations and staffing through effective workforce planning, position management and position validation: (20%)**

- In collaboration with the Executive Officer, meeting with employees, Team Leaders, Office Director, and Mission management to perform workforce analyses and planning to ensure that the mission is staffed adequately and appropriately;
- Updating and maintaining the Mission Staffing Pattern;
- Maintaining WebPass information and generating reports such as annual attestations for USAID/Washington and USAID/Southern Africa;
- Identifying positions to be validated for Home Leave/Return to Post (HL/RTP), Home Leave Transfer (HLT) and for advertisement;
- Coordinating the annual mission validation information for USDH positions;
- Collaborates with the Executive Officer and Resident Legal Office to ensure lists of OGE-450 and SF-272 filers are accurate and complete;
- Preparing reports on arriving and departing USDH employees; and
- Coordinating with USAID/Washington on proposed USDH assignments, transfers, and other personnel matters.

**D. Other Job Related Duties as assigned, including acting for the HR Management Specialist in his/her absence. (10%)**

**Required Qualifications:**

**Education:** Completion of a bachelor's level university degree in Industrial and Organizational Psychology, Human Resources Management, Public Administration, Business Management, Contracting, or a related field, is required.

**Prior Work Experience:**

At least five years of progressively responsible, professional experience in human resource management or personnel management or closely related work that included equivalent experience is required. One year of this experience should have been within USAID, another USG agency, other donor agencies, host-government organizations, or private sector institutions – preferably in an English-language and multi-ethnic work environment.

**Post Entry Training:**

- Advanced training in USG and USAID-specific human resources procedures, regulations, and methods
- Supervisory skills
- USAID University HR courses
- WebPass
- PSC and other A&A Training, including GLAAS 101 and 102

**Language Proficiency:**

Level IV (Fluent) English language proficiency, speaking and writing, is required.

**Knowledge:**

In depth professional-level knowledge and understanding of the fundamental relationships of human resources management functions, theories, and concepts, with a knowledge of host-country labor laws, prevailing practices, pension plans and M-Class or other job evaluation systems is required. The incumbent must have sound knowledge of good program management practices. Must also have thorough knowledge of, or the ability to become familiar with, the Automated Directives Systems (ADS), Standardized Regulations, 3 FAH-2 H-200 FSN

Compensation, 3 FAH-2 H-400 FSN Position Classification, and 3 FAM. Must have good knowledge of USAID regulations, procedures, methodologies and documentation or the ability to quickly gain such knowledge. A working knowledge of USAID policies and goals is highly desirable.

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

- Considerable tact and diplomacy in person-to-person contacts with newly-arrived USDH, US/TCN PSC personnel and/or their family members including dealing with agencies of host government. As this is a high-stress, client-intensive position, the incumbent will be required to show maturity during busy periods and when working with staff under stress.
- Must have strong interpersonal skills associated with working with professional individuals.
- Strong ability to do mathematical calculations and accurately prepare budgets.
- Highly developed attention to detail and understanding logical progression to complete tasks.
- Ability to work independently with only general guidance and to motivate self and team to meet deadlines is essential.
- Excellent English writing skills and the ability to synthesize information from various sources into a coherent document is essential.
- Must be able to gather, interpret and disseminate information from guidelines, policies, and other USG directives and package it in a succinct, understandable manner for dissemination to staff or specific audiences.
- Must possess advanced knowledge of MS Word, PowerPoint, and Excel, and be able to effectively research information on the internet.
- Highly developed ability to work with considerable independence in performing the majority of duties.

#### **Evaluation Criteria and Weights:**

1. Education/Weighted 10%.
2. English Language Skills/Weighted 15%.
3. Prior Work Experience/Weighted 20%.
4. Knowledge/Weighted 25%.
5. Skills and Abilities/Weighted 30%.

#### **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, work experience and English writing fluency requirements are met;
  2. tests to include an English writing skills, a Microsoft Office proficiency that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
  3. a personal face to face interview; and
  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. The TEC will conduct and document 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 the review and approval of 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 and English language requirements cannot be hired at either a trainee or full performance level.**

**Applicability:**

This position is open to all South African citizens and South African permanent resident permit holders. USAID/SA management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. **Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.**

**Compensation:**

The Human Resource Specialist will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy. Subject to qualification, compensation for dependents' education assistance is also available. **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 instructions below and submit your application through one of the channels mentioned:

- 1. Ensure that your application is accompanied by a cover letter.**
- 2. Include a CV of no more than 4 pages.**
- 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 your application to:  
[jobapplications@usaid.gov](mailto:jobapplications@usaid.gov)

**Point of Contact:**

Paula Vernon, Telephone: 012 452 2058  
Lavinia Denation, Telephone: (012) 452-2054  
Gugu Mbambo, Telephone: (012) 452-2225

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

**Closing date for this position: November 27, 2015 (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 further equal employment opportunity in all personnel operations through continuing 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.