



JOB VACANCY ANNOUNCEMENT FSN/2016/12 – HUMAN RESOURCES SPECIALIST - HRS

DATE: June 30, 2016
SUBJECT: **JOB VACANCY ANNOUNCEMENT – FSN/2016/12**
TO: **All Qualified Candidates**
JOB TITLE: **Human Resources Specialist - Executive Office (EXO)**
WORK HOURS: Full time position – 40 hours/week
GRADE: **FSN-11**/with the possibility of hiring the employee at a trainee level

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

The Human Resources Specialist is responsible for, planning, designing, developing, coordinating and implementing a full range of American and Foreign National personnel services to support the USAID Senegal programs (USAID bilateral, regional, RIG and OFDA) in a fair and equitable manner. The USAID Senegal Mission consists of approximately 112 foreign national and approximately 60 American employees. The incumbent is responsible for managing the provision of HR services to approximately 175 employees, up to 100 Foreign Service National and 47 American employees based in Dakar, Senegal, and up to 10 Foreign Service National and 8 American USAID employees in nine other countries in West Africa: Mauritania, Burkina Faso, Chad, and Niger. Services provided include: personal services contracting position classification, recruitment, hiring and termination, travel, workforce planning, USDH assignment coordination as well as oversight of mission systems for evaluation, counseling, liaison and mediation. The HR Specialist is Mission management’s principal technical advisor on personnel policies and issues s/he serves as the primary Mission point of contact with the Embassy’s HR Office on matters pertaining to post-specific regulations and guidelines affecting American and host country employees. The HR Specialist also administers the Mission awards and training programs, and ensures Mission compliance with all legal, regulatory, procedural and policy requirements governing personnel management activities.

B. MAJOR DUTIES AND RESPONSIBILITIES

- A. Personnel Services Contracting Management (15%): Manages the Mission’s employment program for US Personal Services Contractors (USPSC’s), both long and short term, local hire and off-shore, OE and project funded. Reviews and provides clearances on all documents related Personal Services Contracts (i.e. MAARDs, etc.). Prepares contracts and contract renewals for US PSC employees within Regional Executive Officer’s contracting authority and ensures all contracts reflect changes in policy reflected in the AID Federal Acquisition Regulation (FAR), AID Acquisition Regulation (AIDAR), Foreign Affairs Manual (FAM) and Foreign Service National Employees’ Handbook.



JOB VACANCY ANNOUNCEMENT FSN/2016/12 – HUMAN RESOURCES SPECIALIST - HRS

Negotiates salary for new recruits; calculates budget (biweekly salary, transportation, seniority bonus, etc.). Conducts final salary negotiations when hiring US Personal Service Contract employees). Determines benefits, clauses and general provisions to be included in the contract. Coordinates with the Office of Financial Management (OFM) regarding the obligation of funds. Obtains signatures of the Contracting Officer and the employee. Coordinates the distribution of the signed contract. Amends all USPSC employees' contracts when expired, or in case if an increase, resignation, termination or any other increase or decrease that affects the employees' salary. Supervises the HR Assistants in the preparation of FSN Personal Services contracts and amendments

- B. Foreign National Personnel Program (40%): Collaborates with the Embassy and USAID/Washington on development and implementation of personnel policies and procedures for local personnel, including the FSN Handbook and the Local Compensation Plan. Develops recruitment sources for new, or newly vacated, positions for both permanent and short-term employment. Oversees the interviewing, testing and selection of applicants, including salary negotiations and employment briefings. Reviews position descriptions and provides technical guidance and assistance to employees and supervisors on position evaluation matters. Conducts CAJE position classification reviews as needed. Assists in planning of career development for local personnel, including counseling, identification of training opportunities, development of Mission-specific training programs, and transition assistance. Issues all personnel actions and maintains permanent personnel records. Oversees the administration of Mission participation in local welfare and medical programs

- C. American Personnel Program (15%): Interprets regulations and keeps employees informed of all matters affecting assignments, performance evaluations, leave and retirement policies, health benefits, and insurance allowances. Manages the Mission's annual evaluation process, participating in the organization and support of Mission Appraisal Committees. Administers the annual position validation process, ensuring timely submission of data to AID/Washington. Assists newly assigned personnel, both before and after arrival, advising on employee services such as housing, servants, commissary privileges, dependent schooling options, post protocol, and employment possibilities for dependents. Manages the Mission's check-in process for new arrivals, as well as the check-out procedures for employees departing on R&R, home leave, and transfer. Coordinates with the Embassy on matters relating to notifications of arrival and departure, requests for residence visas, and local identity cards. Manages the USAID summer hire and summer intern programs..

- D. Training Program (10%): Administers the Mission's annual training program. Provides advice and support to the Mission Training Committee in the identification of training needs, allocation of training funds, development of mission and regional training opportunities, and nominations to USAID leadership courses. Monitors Mission utilization of training resources to ensure compliance with pertinent regulations and guidelines. Oversees the provision of logistical support to Mission and regional training programs conducted in Senegal Administers the Mission language programs, including identifying employee needs, scheduling classes, tracking participation, and coordinating the administration of the purchase orders for contracting language instructors.



JOB VACANCY ANNOUNCEMENT FSN/2016/12 – HUMAN RESOURCES SPECIALIST - HRS

E. Annual Workforce Planning (10%): Formulates and develops the human resources component of the Annual Report (Mission budget request). Tracks personnel assignments and re-assignments across offices, and regularly consults with office chiefs and Front Office to obtain most current estimates of planned and actual staff requirements and factors these plans into the Annual Report.

F. Other Duties (10%): Ensures that services provided meet all legal, regulatory, procedural, and policy requirements of the specialized personnel program areas. Directs the clerical and administrative functions essential to the processing and documentation of personnel actions.

Evaluates and makes recommendations on staffing needs of the Mission; assists in developing and implementing reorganizations/realignments as needed to reflect changing Mission objectives and priorities. Participates in the preparation of annual budget estimates to assure that personnel requirements and wage adjustments are adequately covered. Serves as the CTO for personnel-related contracts as assigned.

Develops and implements effective employee management program by anticipating and identifying sources of difficulties and taking action to amend situations; ensuring that complaints are handled expeditiously and equitably and that the Agency's and post's grievance procedures are well understood and operable, assuring an active support of equal employment opportunities.

Analyzes new or revised personnel policies, regulations and procedures proposed by the Embassy or by AID/Washington regarding all aspects of the personnel program. Provides comments or recommendations to supervisors on their implications. Provides drafts, or comments on drafts, of documents implementing proposed or announced changes. Advises Mission managers and employees on the application of such changes.

Manages the Mission's awards program, including interface with the Interagency Awards Committee on matters of policy and procedure.

Ensures timely and accurate updates to USAID staffing databases. Oversees preparation and issuance of periodic staffing reports. Coordinates with the Embassy on preparation and review of differential reports, the post report, and other reports required by the Department of State.

Monitors the annual filing of mandatory financial disclosure reports by all affected Mission employees. Responds to and resolves audits and investigations involving personnel management issues when conducted by the USAID Office of the Inspector General, the General Accounting Office, or other agencies..



C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- 1. Education:** A Master’s degree in Business Administration, Public Administration, Social Science, and other related fields is required. A degree in Human Resources is highly desirable..
- 2. Prior Work Experience:** At least six (6) years of progressively responsible experience in General Administration, Management is required; at least 2 years of supervisory experience is required; and experience with personnel management in Large international organisations is preferred.
- 3. Security Clearance:** LES employment authorization from the Regional Security Office.
- 4. Post-Entry Training:** Limited job instruction will be provided. Training in Personal Services Contracting, CAJE classification certification, MClass, GLASS Personnel Management and Training Coordinators course, PFA, PDM, COR/AOR, etc., will be provided. Other personnel-related courses may also be made available from time to time.
- 5. Language Proficiency:** Level 4 English and French language proficiency is required..
- 6. Knowledge:** Demonstrated knowledge in General Administration, Management is required. The incumbent must possess knowledge of statutes and regulations as they deal with HR and administrative services, including those directed by Senegal’s Labor Code and government structures (Retirement Scheme Office; Social Security Office, Medical Coverage Institution, and Labor Office). At the full performance level the selected candidate should have a thorough knowledge of interagency foreign affairs manuals, Standardized Regulations, Federal and USAID personnel and acquisition regulations, AIDAR as these relate to the employment of Personal Services Contractors, Locally Engaged position Evaluation theory, principles and procedures and the MCLASS system and Federal Travel Regulations is required. Must have a working knowledge of host government guidelines concerning terms and conditions of employment of local personnel and registration of American personnel. Must have a practical knowledge of Agency policies, regulations, and procedures and related HR management requirements dealing with training for FSN, USDH and PSC employees to interpret regulations so as to make training recommendations to Mission employees based on the need of the employee, applicable precedents and expected effectiveness of the proposed training,.
- 7. Skills and Abilities:** Keen supervisory skills and customer service ability are essential. Managerial, analytical and interpersonal skills are required. The ability to analyze and interpret complex policies, to articulate these policies and their application to Mission operations, and to put into effective practice USAID regulations and directions is essential. Ability to work in a multicultural environment is highly desirable



D. POSITION ELEMENTS

1. **Supervision Received:** Incumbent receives general supervision from the Sup. Regional Executive Officer and is required to act and plan independently.
2. **Supervision Exercised:** Incumbent directly supervises 2 HR Assistants, 1 HR Clerk and 2 Roving Secretaries..
3. **Available Guidelines:** 3 FAM, 3 FAH-2, appropriate ADS chapters, AIDAR, AAPD Notices, other Agency and Mission notices, and guidance from senior Mission and AID/Washington officials..
4. **Exercise of Judgment:** A high level of professional judgment is required. Incumbent has extensive contact with employees on confidential issues which require tact, patience and discretion. Must be able to recognize situations of political sensitivity, or which may cause embarrassment to the Mission, Agency or U.S. Government.
5. **Authority to Make Commitments:** Incumbent will make no financial commitments, but, subject to USAID policy guidance, regulations and personal judgment, approves travel commitments; has the authority to take final decisions in certain personnel issues such as: final HR approval on classification and PSC budgets; determination of priorities and training needs for the HR staff; as a member of the Embassy Joint Country Awards Committee and Post Employment committee, provides USAID concurrence/non concurrence on various Mission's awards as well as candidates' selection for different local hire American positions. On other personnel issues, incumbent recommendations form the basis for decisions made by supervisors
6. **Nature, Level and Purposes of Contacts:** Has daily contact with senior Mission officials and with staff at all levels, to provide information, guidance/assistance, and to discuss issues regarding implementation of personnel services and functions. Has frequent contact with HR officials in AID/Washington, the embassy, and other USAID Missions, to discuss personnel issues and exchange information on personnel actions. Has occasional contact with local officials on issues stemming from changes to the local labor law. Has frequent contact with local vendors providing personnel-related services to the Mission (such as life and health insurance, outplacement services, medical examinations, language training and testing, etc.). Has rare contact with managers of contractors and grantees to provide information and advice on personnel issues..
7. **Time Required to Perform Full Range of Duties:** One year.



HOW TO APPLY:

I. *Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits MUST submit a complete application package which includes the five following required document:*

1. A cover letter
2. 3 References (Name, email address and phone number of each reference)
3. relevant degrees
4. A filled and signed OF-612 form (form can be found on this web site: <http://www.usaid.gov/senegal> under “Career”)
5. A detailed resume
6. **All incomplete applications will be rejected**

II. *Application should be addressed*

1. **“TO THE ATTENTION OF HUMAN RESOURCES SPECIALIST – USAID/SENEGAL”**
2. **Email subject MUST be: JOB ANNOUNCEMENT FSN/2016/12 HUMAN RESOURCES SPECIALIST – REGIONAL EXECURIVE OFFICE**

III. *Application should be send:*

- **BY EMAIL** usaiddakar-hr@usaid.gov
- **OR**
- **By Postal Mail:** USAID/SENEGAL Route des Almadies - B.P. 49 - Dakar, Senegal

Deadline to receive applications: JULY 31, 2016

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Senegal 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. USAID/Senegal 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.