



VACANCY ANNOUNCEMENT: 2015 – 042

NOTE: All applicants must be RESIDING IN COUNTRY and have the required work and/or Residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant, Grade level: FSN-07

BASIC SALARY: From FRW 8,569,329 to FRW 14,567,867

OPENING DATE: November 19, 2015

CLOSING DATE: December 4, 2015 at 1:00 pm

WORK HOURS: Full-time; 40 hours/week.

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as Human Resources Assistant. USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc.).

BASIC FUNCTION OF POSITION

The incumbent serves as the HR Assistant for the Human Resources Unit. He/she is expected to perform a variety of personnel duties in connection with the analysis and processing of Personnel actions. He/she will maintain personnel databases, records and files for USAID/Rwanda Staff. The incumbent will serve as backup for the Mission Human Resources management Personnel Specialist.

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: <http://www.usaid.gov/rwanda/partnership-opportunities>

REQUIRED QUALIFICATIONS

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item:

EDUCATION: 15 points

Bachelor degree in Human Resources Management in Human Resources Management, Public Administration, Business Management, Contracting, or a related field is required.

PRIOR WORK EXPERIENCE: 20 points

Work requires a minimum of 3 to 5 years of progressively responsible experience in HR management. Ideally, one to two years of this experience will be with the USG or an international organization in an English-language environment. Prior USAID experience is desirable.

LANGUAGE PROFICIENCY: 20 points

Level IV (Fluency) English ability is required.

JOB KNOWLEDGE: 25 points

Work requires a thorough knowledge, or the ability to quickly gain a thorough knowledge, of USAID and USG Manuals and Handbooks (3 FAM/FAH) on compensation, position classification, HR administration, and training; a good knowledge of host-country labor law, and prevailing practice in compensation and employment; and, a thorough knowledge of local labor and social security laws, as well as prevailing practices and customs as they apply to compensation, retirement and other phases of personnel management. A good working knowledge of USAID and USG personnel administration principles and benefits for all categories of USAID international staff in Rwanda. The work requires a good understanding of position classification and organization development principles, and knowledge of US PSC and TCN PSC contracting. A working knowledge of USG travel administration rules, regulations, and practices is needed.

SKILLS AND ABILITIES: 20 points

Must exercise extreme discretion in HR matters, inspire confidence in clients, and establish and maintain effective working relationships with superiors, supervisors, and employees. Good knowledge of computer programs (Word, and Excel).

Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) from this link:
<http://www.usaid.gov/rwanda/partnership-opportunities>
2. A current resume or curriculum vitae that provides the same information as in the DS-174; and
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

kigalihr@usaid.gov

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

CLOSING DATE FOR THIS POSITION: December 4, 2015 at 1:00 pm