

## **JOB VACANCY ANNOUNCEMENT**

### **HUMAN RESOURCES ASSISTANT**

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a Human Resources Assistant. The incumbent is the second locally employed staff lead in the Human Resources Division, Executive Office, USAID/Philippines. S/He reports to the Human Resources Specialist and performs a variety of HR functions provided to the Mission, Office of the Regional Inspector General/Manila (RIG/M), and client USAID Missions in the Pacific Islands, Mongolia and Japan. The incumbent takes active role in providing administrative guidance and advice to Mission staff on HR related matters. S/He serves as the Mission Coordinator for Training and Awards and is primarily responsible for: reviewing and evaluating positions for classification; management of the performance evaluation process for local Mission staff; preparation of contracts, contract budgets and personnel actions and maintaining accurate and updated staffing data/records. The incumbent fills in during the absence of the HR Specialist.

The candidate must meet the following Evaluation Criteria:

- \* Education (20 %) Completion of a University Degree is required in the fields of Psychology or Behavioral Science.
- \* Work Experience (20 %) A minimum of 5 years progressively responsible experience in Human Resources management, with focus in the areas of position classification and training is required. At least some of this experience should have been with an international organization where English language is routinely used in the workplace.
- \* Job Knowledge (20 %) With demonstrated knowledge and understanding of HR management processes with emphasis on position classification and training. Must be well versed in the local HR management practices including the local labor law. Must have the ability to quickly gain knowledge of the U.S. Government and USAID regulations and processes on Human Resources management and on personal services contracting.
- \* Skills and Abilities (20 %) Good analytical ability and sound judgment are needed to evaluate position description, identify training needs and make recommendations on HR related issues and concerns. Good organization skills to be able to work independently and manage work according to priorities. With strong negotiation skills and ability to take quick action to be able to resolve urgent matters. Excellent interpersonal skills to maintain good rapport within the organization and with external contacts.
- \* Communication and Computer Skills (20 %) Above average communications skills, both in oral and written form, to effectively communicate with Mission and Embassy staff at all levels and with external contacts. Must have proficiency in the use of various computer applications.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary will be negotiated based on a combination of the candidate's salary history and of the organization's pay plan.

*Note:*

- *This position is open for Philippine local residents only.*
- *USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.*

**Application letter and comprehensive resume must be received no later than  
March 06, 2015 via email at [aidmnlhr@usaid.gov](mailto:aidmnlhr@usaid.gov)**