

JOB VACANCY ANNOUNCEMENT

HUMAN RESOURCES ASSISTANT

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a Human Resources Assistant. Incumbent will perform a variety of Human Resources (HR) functions which include: recruitment and employment processing for local positions, preparation of personnel and contract actions, records and file management, update and management of personnel database and will serve as backstop on the travel functions in the HR Unit.

The candidate must meet the following Evaluation Criteria:

- * Education (10%) Completion of a University Degree is required, preferably in the fields of Psychology, Behavioral Science, Social Science or General Business Administration.
- * Work Experience (20%) Two to four years of related administrative or personnel assistance experience is required. At least some of this experience should have been with an international or other organization where English is routinely used in the workplace. Background in travel related responsibility is highly desirable.
- * Job Knowledge (30%) Good working knowledge of HR functions, regulations, policies, procedures and practices, particularly in the areas of recruitment, employment, personnel movement, records and file management. The incumbent must have, or be able to quickly gain a working knowledge of USAID policies and procedures relating to travel and to the HR areas mentioned above.
- * Skills and Abilities (20%) The Assistant must be customer-service oriented. Good interpersonal skills is required, along with strong negotiating skills, and the ability to take quick action to resolve urgent requests is necessary. The Assistant must be highly organized, personable, tactful, and capable of maintaining good working relations with USAID employees and supervisors, employees of other U.S. Government organizations and members of the general public.
- * Communication and Computer Skills (20%) English fluency is required both in oral and written form. Skill in the use of a word processing system, spreadsheet software, etc., is required.

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
May 1, 2015 via email at aidmnlhr@usaid.gov**