



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Open to: All Interested Candidates
Position Title: Human Resources Clerk
Type of vacancy: Multiple
Opening date: May 1, 2014
Closing date: May 15, 2014
VA #: USAID/306/14/52/OM
Work Hours: 40 hours (Full time)
Position Grade: FSN-6

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Human Resources Clerk (Multiple Positions)** in the Office of Management (OM).

BASIC FUNCTION OF THE POSITION:

Under direct supervision of the Human Resources Specialist, the incumbent performs a wide variety of clerical and support functions in the Human Resources Division of the Executive Office. These duties include assisting the Human Resources Assistants in the various personnel related activities such as maintenance of personnel records and personnel files for all categories of employees. Incumbent is also responsible to support human resources administrative, information and referral duties in support of the Executive Office goals.

The incumbent serves as the first point of contact to the Human Resources (HR) unit of USAID Afghanistan. He/she answers basic HR questions and directs visitors to the responsible employee for more in-depth questions; answers phone calls for Human Resources employees when they are not available, maintains master HR calendar and makes appointments for all HR personnel in all HR functions such as, but not limited to, programs, interviews, meetings or functions. The incumbent also coordinates the maintenance and upkeep of the HR Office and records; makes suggestions for improvement of the office space, furnishings and equipment and ensures shared office machines are serviced and functioning.

The incumbent will be required to provide information on USAID/Afghanistan's recruitment process and current vacancies as well as general information on HR services and practices via phone, email or in person to customers. Incumbent assists in recruitment processes by establishing and maintaining recruitment procurement folders, receiving and sorting application forms, creating listings of applicants, and preparing pre-employment correspondence. Contacts all candidates to inform them of scheduled interview and testing appointments via email or phone and responsible for monitoring of the USAID/Afghanistan HR public email box and either answering routine questions directly or referring non-routine email correspondence to the appropriate HR personnel.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of secondary school is required. Post-secondary school diploma in human resources management, public administration, business administration, management or related field is desirable.

Experience: At least two (2) years' experience in administrative/personnel operations or related activities in governmental institution, non-governmental organization, donor agencies or private/public organization is required.

Language: Level III (Good working language) speaking/reading of English language and Level III (good working knowledge) speaking/reading of Dari and/or Pashtu is required. **(English language proficiency may be tested).**

Knowledge, Abilities and Skills: General (basic) understanding of the local labor laws, records management and standard human resources practices applicable to the full spectrum of human resources management, from recruitment through retirement is highly desired. The position requires good organizational skills, tact, good judgment, discretion and compassion. Incumbent must possess good interpersonal skills and be able to maintain good working relationship with public and Mission personnel. Incumbent must be capable of drafting non-complex correspondence in English. Ability to interact with staff at all levels of the Mission; highly organized and methodical in order to successfully handle multiple competing tasks; and ability to communicate effectively is a requirement. Incumbent must also have competency in using MS Office suite.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (Human Resources Clerk (OM1452))**

ANY/ALL application submissions after the closing date of May 15, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the DS-174 form;**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female applicants are encouraged to apply.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**