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AFGHANISTAN

Solicitation open to: Afghan Nationals Only
Position Title: Human Resources Assistant
Type of vacancy: Single
Opening date: October 26, 2014
Closing date: November 09, 2014
Vacancy announcement #: USAID/306/15/04/OM
Work hours: 40 hours (Full time)
Position Grade: FSN-9

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

BASIC FUNCTION OF THE POSITION:

Under the technical supervision of the Human Resources Specialist, the incumbent performs a variety of actions that support human resource functions/programs and services. Major human resource functional areas and services covered by this position are recruitment; selection; salary/pay processes; performance management; position analysis and classification; employee benefits management; training and development, awards and rewards and employee records management. In this capacity, the incumbent supports designated sections and employee categories with the responsibility to respond to the queries, requests for assistance, information, or actions as appropriate.

MAJOR DUTIES AND RESPONSIBILITIES:

Local Employee (LE) Pay and Benefits Management: The incumbent advises and provides technical assistance to the LE Staff on local pay and benefit practices, substantive HR policies, regulations and guidance to include but not limited to: local compensation plan, payroll, benefits, health, life insurance, leave policy, retirement and severance pay entitlements. S/he informs employees of changes in personnel policies and procedures in USAID/Afghanistan and the Mission, keeping abreast of policies and regulations implemented by Embassy HR, and/or required by changes in local law. S/he advises on human resources management matters of performance management, employee relations, salary increases, training, incentive awards, environmental and working conditions, reduction-in-force (RIF), separation, ethics and conduct, disciplinary actions and grievance procedures.

Recruitment: The incumbent assists in the recruitment and appointment of USPSC/TCN and Foreign Staff National (FSN) employees. S/he assists in coordinating all the initial steps of the recruitment of:

US/TCNPSC employees: The Human Resources (HR) Assistant administratively manages the recruitment process for non-direct-hire local and international employees, with responsibility of

preparing job advertisements and announcements for posting in-house, local market and international announcements. The incumbent also collects resumes, screens applications, forms selection committees, and serves as the HR representative to selection committees; facilitates the negotiation process, prepares contracts for review and signature by the Deputy Executive Officer (D/EXO), and reports awards to USAID/Washington/Office of Acquisition and Assistance. S/he coordinates skill tests, explaining test conditions so that candidates, supervisors, and selection committees understand results; prepares recruitment correspondence, including notifications of non-selection and job offer letters. S/he initiates health and security clearances, eCC processes for employees in collaboration with the Embassy Regional Security Office, USAID/Security and other pertinent sections to ensure that employees have an up-to-date clearance.

The incumbent manages the performance evaluation process, keeping an up-to-date file on due dates of evaluations and annual step increases; sends reminders and follows up with employees and supervisors to ensure that evaluations are submitted prior to due dates, proactively informs sections of their US/TCNPSC personnel contract end periods and, upon receiving complete documentation in line with the available AAPD/AIDAR regulations, initiates contract amendments/extensions.

S/he cooperates with Human Resources Specialists (HRS) or the subject matter expert to provide advice and guidance to US/TCNPSC staff on salary and benefit entitlements under personal services contracts; and provides information to the staff on the implementation of human resources policies and procedures to include: USAID/Afghanistan hiring practices, operating procedures (work hours, benefits, etc.), rules, and regulations.

FSNPSC Employees: The incumbent drafts vacancy announcements and has them cleared by the D/EXO and hiring supervisor for the designated sections. S/he develops and recommends sources for recruitment of personnel (including internal recruitment), ensures vacancies are posted on Mission intranet and pertinent web sites and prepares and submits for approval newspaper advertisements or similar items to be run in trade or professional journals, when applicable.

S/he supervises, guides and mentors HR Assistants and HR Clerks on recruitment practices, conducts screening of applications, maintains accurate applicants list and related information in recruitment procurement folders, and refers all qualified applicants to the hiring supervisor for selection of candidates for further interviewing and/or testing.

S/he conducts skill tests administered by HR such as computer proficiency, writing and language skills and ensures that other types of tests administered by the hiring sections are conducted fairly and equitably. The incumbent participates on the interview panels, ensuring that HR policies and procedures are adhered to and records deliberations and outcomes for the official recruitment files.

S/he prepares job offers and arranges for medical and security certifications, prepares letters for candidates interviewed but not offered a position and coordinates with losing and gaining offices to ensure the smoothest possible transition for internal transfers. S/he maintains up-to-date personnel files for LE staff, adding or deleting from files as necessary.

Position Classification and Management: The incumbent closely works with the HRS and/or designated agency classifier in the preparation of FSN/PSC and US/TCNPSC position descriptions, assuring they are accurate and up-to-date; reviews classification/re-classification requests, and makes recommendations on a course of action to be taken. Participates on supervisory discussions and desk audits to verify duties and assignments as directed; evaluates positions using the Computer Aided Job Evaluation (CAJE) system, and recommends a grade and an official title for positions evaluated; advises on classification results, and on appeal procedures if required.

S/he reviews US/PSC scopes of work, uses available classification instruments to propose a

market rate (a Civil Service-equivalent classification) and provides a recommended market rate for final classification and approval to recruit.

Entry & Exit Management: The incumbent performs a variety of duties connected with the in-processing and out-processing of Locally Engaged employees. These duties include: participating in the recurring new employee orientation programs by engaging in presentations for newcomers; initiating relevant personnel actions; updating WebPASS – Post Personnel System; providing HR induction on a critical HR issues such as conduct, pay and benefits; providing support for separating employees through verification of final pay calculation which is done by the Financial Center in accordance with the Local Compensation Plan; drafting and routing letters of separation, employment certificates and other employment related memorandums and letters; and managing separation appeals through the appeal process.

S/he processes separation actions for deceased employees taking care of the following processes: life insurance, drafting cables to Washington, notification of USAID's Executive Office (EXO), advising beneficiaries on benefits and pay, interfacing with the pertinent service providers (when applicable) and family members in case of dispute.

S/he coordinates with EXO/HR to provide in-processing and out-processing of all U.S. direct hire (USDH) and off-shore US/TCNPSC employees, assisting in the completion of check-in/out sheets; ensuring the completion and maintenance of official check-in forms, documents; preparation of arrival and departure notices; and coordination of employee orientations as required.

Establishment, Examination & Processing of Personnel Actions: The incumbent examines personnel action requests of employees and supervisors and initiates personnel action requests. S/he ensures that all documentation is complete, internally consistent, and in compliance with official records and policies and obtains additional or corrected information as necessary. S/he prepares for the D/EXO signature on individual personnel actions for all types of transactions including PSC contracts, promotions, periodic pay increases, reassignments, suspensions, leave-without-pay, demotions, resignations, retirements, etc.

Performance Management & Employee Development: The incumbent manages performance evaluation process for employees of assigned offices. This work includes assisting employees and supervisors to develop clear work goals and objectives against which employees are to be evaluated; sending out reminders about when evaluations are due; providing them with pertinent information and guidelines on matters such as preparation of performance evaluation reports, admissibility of comments, and effect on employees' careers; assisting in the development of essential goals and work requirements; and ensuring that the requirements and appraisals properly reflect the organizations and their functions during the rated period, reviewing completed evaluations for completeness and internal consistency.

S/he provides technical assistance to local employees on matters relating to career development or promotion. S/he provides information to locally-hired staff and their supervisors on issues such as work conditions, leave policies, compensation, resignations, etc, and refers particularly complex, sensitive or precedent-setting issues to the supervisor.

S/he cooperates with EXO/HR to provide advice and guidance to US/TCNPSC staff on salary and benefit entitlements under personal services contracts and provides information to USDH and US/PSC staff on the implementation of human resources policies and procedures. S/he manages the US/TCNPSC performance evaluation process, keeping an up-to-date file on due dates for evaluations and annual step increases and proactively follows up with employees and supervisors to ensure that evaluations are submitted prior to due dates and contracts are renewed in a timely fashion.

Training and Development: The incumbent supports the post training program by ensuring designated sections employees are registered for prescribed trainings, notifying employees of attendance policies, drafts country clearance cables, and maintains accurate individual training records.

S/he supports post training program by advising available trainings and maintaining accurate individual training records. S/he works with client supervisors and their staff to plan for and receive training and development to equip them with the needed knowledge and skills to at least meet established performance standards; receives and presents training requests for approval; drafts memos and training cables; prepares training agreements and advises trainees regarding insurance requirements.

S/he establishes and maintains a database to identify Employee Performance Review/ Work Development Plan based training needs of LE Staff in order to support HR's target for identifying the Mission's training needs. S/he coordinates and organizes a day-long HR based refresher courses for identified target groups. In coordination with HRS, s/he assesses the impact of the workshop, identifies need/skill gaps and as well measures positive impacts of the workshop; coordinates and organizes with HR members/facilitators for all preparation needs, participation and production of standard presentation slides and other supporting materials; conducts and leads the workshop in close consultation with the D/ EXO and HRS; designs feedback templates and collects feedback from participants; and produces and analyzes feedback summary reports for future improvements.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of a bachelor's degree in human resources management, business administration, management, public administration or other social or natural science field is required. Formal training in recruitment, position classification, or personnel administration is also considered as an advantage.

Experience: A minimum of three years of progressively responsible work experience in human resources management in at least two of the following HR areas: recruitment & selection; job evaluation; pay & benefits administration or responsible experience in a large office, or progressive experience in the field of manpower management and administration with a basic understanding of Afghan labor law.

Language: Level III (Good working knowledge) of speaking/reading of English and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. **(English language ability may be tested)**

Knowledge, Abilities and Skills: A good knowledge/understanding of Automated Directives System (ADS) Chapter 3FAH – FSN Compensation, FSN Position Classification, FSN Handbook, 3FAM, LEPCH, USAID specific handbooks and associated agency human resources manuals and regulations is required. A good knowledge of the use of the CAJE program and its associated manuals is desirable. A basic knowledge of U.S. Government contracting regulations (AIDAR, AAPD, etc.) and procedures is required. Knowledge of local labor laws and standard human resources practices applicable to the full spectrum of human resources management, from recruitment to retirement is advantageous. The position requires good practical organizational skills, tact and diplomacy, with a high degree of customer service to maintain smooth and effective working relationships with all Mission personnel. Due to the sensitive nature of the position, incumbent must have a high degree of analytical skills and a sound judgment in order to interpret regulations to a current situation and assist the HRS and D/EXOs decision-making process. Competency in using MS Office suite is also a requirement.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AfUSAIDJobs@state.gov with a **Subject line: (Human Resources Assistant (OM1504))**.

ANY/ALL application submissions after the closing date of November 09, 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 a curriculum vita 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 candidates are strongly encouraged to apply.**

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