



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitation is open to:** All Interested Candidates  
**Position Title:** Human Resources Assistant  
**Type of vacancy:** Single Position  
**Opening date:** March 09, 2015  
**Closing date:** March 20, 2015  
**Vacancy announcement #:** USAID/306/15/21/OM  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-07

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)-Human Resources Office.

## **BASIC FUNCTION OF THE POSITION:**

Under the general supervision of the Human Resources Specialist, the incumbent performs various human resource functions/programs and services. Major human resource functional areas include: recruitment; selection; salary/pay processes; performance evaluation; position classification; promotions; employee benefits; training; awards program; retirement; and disciplinary actions.

The incumbent will be required to advise and provide technical guidance on local pay and benefit practices, including but not limited to: local compensation plan, payroll, benefits, health and life insurance, leave policy, retirement and severance pay entitlement. Informs employees of changes in personnel policies, practices and procedures in the Agency and the Mission, keeping abreast of policies and regulations proposed by the Embassy, Executive Office (EXO)/Human Resources (HR), and/or required by changes in local law. Incumbent will advise staff members and supervisors on human resources management matters including performance evaluation, employee relations, salary increases, training, incentive awards, environmental and working conditions, Reduction-in-Force (RIF), separation, ethics and conduct, disciplinary actions and grievance procedures, and other human resources management issues.

The incumbent will also be required to assist the Agency's recruitment and appointment of Foreign Service Nationals – FSNs (locally employed staff) by drafting vacancy announcement and cleared by Deputy/EXO and hiring supervisor. Furthermore, the incumbent will develop and recommend sources for recruitment of personnel (including internal recruitment); and will ensure vacancies are posted on Mission intranet and pertinent web sites.

The incumbent will participate in the performance evaluation management process for employees and offices; and will support post training program by registering, notifying, and maintaining accurate individual training records.

## **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Completion of two years college diploma education in human resources management, business management, , marketing or related social science field is required. A bachelor's degree in any of the related field is desirable.

**Experience:** A minimum of three years of progressively responsible experience in human resources work in at least two of the following HR areas: recruitment and selection; job evaluation; or pay and benefits administration with a basic understanding of employment law and/or substantial knowledge of and experience in an administrative HR role is required.

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

**Knowledge, Abilities and Skills:** A good understanding of HR policies and regulations, compensation plan, position classification and HR processes is required. Basic knowledge of United States Government contracting regulations and procedures, knowledge of local labor law and standard human resources practices applicable to the full spectrum of human resources management, from recruitment through retirement is desired. The position requires good organizational, judgment and analytical skills. Incumbent must have a high level of customer service skills with an ability to maintain smooth and effective working relationships with all Mission personnel and at all levels. Interviewing and analytical skills to make objective position evaluation decisions and present them concisely are necessary. An ability to apply and interpret regulations to current situations is required. Competency in using MS Office Suite is a requirement.

## **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to both [AfghanUSAIDjobs@state.gov](mailto:AfghanUSAIDjobs@state.gov) with a **Subject line: Human Resources Assistant (OM 1521)**

**ANY/ALL application submissions after the closing date of March 20, 2015 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://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 to Afghan Nationals only.
- 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**