



Solicitation is open to: Afghan Nationals Only
Position Title: Human Resources Assistant
Type of vacancy: Single
Opening date: November 19, 2015
Closing date: December 03, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-07
Vacancy announcement USAID/306/16/15/OM

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Human Resources Assistant** under a personal services contract, as described in the attached solicitation.

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 processing disciplinary actions.

MAJOR DUTIES AND RESPONSIBILITIES:

Local Employee Pay and Benefits Management:

Under the direct supervision of the Human Resources Specialist, the incumbent advises and provides 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, EXO/HR, and/or required by changes in local law. The incumbent 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.

Recruitment:

Assists in the recruitment and appointment of Locally Employed (LE/FSN) employees in coordinating all the initial steps of the recruitment of:

Foreign Service National Personal Service Contract (FSNPSC) Employees: The incumbent drafts vacancy announcements and has them cleared by Deputy/EXO and hiring supervisor. Develops and recommends sources for recruitment of personnel (including internal recruitment). Ensures vacancies are posted on Mission intranet and pertinent web sites. If situation requires, prepares and submits for approval newspaper advertisements to be run in trade or professional journals. Conducts the screening process and maintains accurate applicants list and related

information, refers all qualified applicants to the hiring office for selection of candidates for further interviewing and/or testing. If the hiring office requests a second-level of screening to determine who should be interviewed and/or tested, the incumbent forwards all qualified candidates to the hiring office.

Conducts skill tests administered by HR such as computer proficiency, writing and language skills. Ensures that other types of tests administered by the hiring sections are conducted fairly. Participates on the interview panel, ensuring that HR policies and procedures are adhered to and records deliberation and outcome for official recruitment file. Prepares job offer and arranges for medical and security certifications. Prepares letters for candidates interviewed but not offered a position. Coordinates with losing and gaining offices to ensure the smoothest possible transition for internal transfers. Maintains up-to-date personnel files for LE staff, adding or deleting from files as necessary.

United States / Third Country National Personal Service Contracts (US/TCNPSC) employees:

Incumbent Assists the Human Resources Specialist (HRS) and/or the designated FSN-09 Human Resources Assistant in the recruitment process for US/TCNPSC positions, including but not limited to: preparation of job advertisements and announcements for posting internationally; collecting resumes, screening applications, forming selection committees, and serving as the HR representative to selection committees; prepares contracts for review and signature by EXO/HR, and reports awards to USAID/Washington/OAA; administers and corrects tests of typing speed, language skills, and for other skills, prepares recruitment correspondence, including notifications of non-selection and job offer letters, advising applicants of the agency's hiring practices, operating procedures (work hours, benefits, etc.); initiates health and security clearance procedures for new employees, in coordination with the Embassy HR and Security Sections, and ensures that employees have up-to-date clearances.

Position Classification and Management:

The incumbent closely works with Human Resources Specialist (HRS) to assist in position classification by working closely with employees and supervisors in developing position descriptions, ensuring position descriptions accurately and currently reflect duties, responsibilities and organizational relationships. In consultation with D/EXO/HRS position discusses classification decisions informally with supervisors and employees to explain the basis for the decisions and to develop understanding and acceptance of them.

Entry and Exit Process 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 quarterly new employee orientation program by creating and presenting presentations and workshops for newcomers; initiate relevant personnel actions; updates personnel system database; provides HR in-briefing on conduct, pay and benefits; verification that the final pay calculation done by Bangkok is correct according to the Local Compensation Plan; drafts and routes letters of separation; employment certificate; and other employment related memorandums and letters; performs separation counseling; shepherds separation appeals through the appeal process. Processes separation action for deceased employees taking care of the following processes: life insurance, drafting cables to Washington, notification of USAID's Executive Office, advising the family on benefits and pay, interfacing with the concerned parties and family in case of dispute.

Establishment, Examination and Processing of Personnel Actions:

Incumbent examines personnel action requests of employees and supervisors and initiates personnel action requests. Ensures that all documentations are complete, internally consistent, and in compliance with official records and policies; obtains additional or corrected information as necessary. Prepares for D/EXO signature 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:

Incumbent manages performance evaluation process for employees and 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, 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. Provides technical assistance to local employees on matters relating to career development or promotion. Provides information to locally-hired staff and their supervisors on issues such as work conditions, leave policies, compensation, resignations, etc, and referring particularly complex, sensitive or precedent-setting issues to supervisor.

Training and Development:

The incumbent supports post training program by registering employees for training, notifying employees of attendance, drafting country clearance cables, and maintaining accurate individual training records. 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, advises trainees about insurance. Supports post training program by advising about available trainings, and maintaining accurate individual training records. Works with client supervisors and their staff to plan 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, advises trainees regarding insurance requirements. Establishes and maintains a database to identify EPR/WDP based training need of LE Staff in order to support HR's target for identifying Mission training need and plan. Coordinates and organizes a day-long HR based refresher courses for identified target group. In coordination with Human Resources Specialist (HRS), assesses the impact of the workshop, identifies need/skill gaps and as well measure positive impact of the workshop; coordinates and organizes with HR members/facilitators the preparation, participation and producing of standard presentation slides and other supporting materials, conducts and lead the workshop in close consultation with the D/ EXO and HRS. Designs feedback template and collect feedback from participants. Produces and analyzes feedback summary reports for future improvements.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of college diploma education in human resources management, business administration, management, marketing management or related social science field is required.

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

Language Proficiency: 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).

Job Knowledge: A good understanding of Human Resources related policies – FSN Compensation, , Employee handbooks and associated agency human resources manuals and regulations is required. Knowledge of local labor law and standard human resources practices applicable to the full spectrum of human resources management, from recruitment through retirement is advantageous.

Skills and Abilities: 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 AFPAKjobs@usaid.gov with a **Subject line: Human Resources Assistant (OM1615)**.

ANY/ALL application submissions after the closing date of December 03, 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://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.
- Ø Applications submitted as RAR file will not be accepted by the system

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