



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Human Resources Clerk
Type of vacancy: Multiple
Opening date: May 31, 2016
Closing date: June 14, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-06
Vacancy announcement #: USAID/306/16/49/OM

Female candidates are strongly encouraged to apply

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 services as **Human Resources Clerk** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

Under direct supervision of the Human Resources Specialist(s), 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 Foreign Service Nationals/Locally Employed Staff (FSN), United States Direct Hires (USDH), United States/Third Country Nationals Personal Service Contracts (US/TCNPSC) employees. The incumbent is also responsible for supporting human resources administrative, information and referral duties in support of the Executive Office goals.

MAJOR DUTIES AND RESPONSIBILITIES:

HR Office Management:

The incumbent serves as the first point of contact to the Human Resources (HR) unit of USAID Afghanistan. Answers basic HR questions and directs visitors to the responsible employee for more in-depth questions. The incumbent 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 coordinates the maintenance and upkeep of the HR Office. Makes suggestions for improvement of the office space, furnishings and equipment and ensures shared office machines are serviced and functioning. The incumbent maintains administrative office expendable supply (such as Xerox paper, award certificates, frames, pins etc.), submit requisitions, follow-up delivery, ensure proper management and use of the section's office supply by all staff. Ensures that it is neat and adequately stocked, placing requisitions for supplies as needed. Pro-actively ensures an expendable supply is ordered for the office's functions, programs and as requested.

Works closely with the Information Resources Management (IRM) staff to maintain an up-to-date, customer-responsive HR presence on post's intranet site. As the prime contact for HR, the incumbent receives all the documents addressed to HR and maintains the login/ logout system in HR. Receives, sorts, routes and assigns action on incoming and outgoing mail and correspondence from the Unit. Facilitates flow of correspondence throughout the office.

Recruitment:

The incumbent provides 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. The incumbent is responsible for monitoring of the USAID/Afghanistan's HR public email box and either answering routine questions directly or referring non-routine email correspondence to the appropriate HR personnel. The 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. Schedules, organizes and maintains interview room and/or available area in the compound and escorts interviewees from the USAID/Afghanistan's main gate to the HR office as needed. Updates personnel staff and other pertinent information on computer based software such as Web pass, recruitment tracker, screening sheet or any other database in a timely manner. Such information includes but is not limited to Foreign Service Nationals/Locally Employed Staff (FSN). The incumbent drafts standard letters, certificates of employment, memoranda and other HR related communications in accordance with proper formats and as directed.

Maintenance of Position control records and personnel files:

Sets up all individual personnel files for all Mission Employees and HR Office subject files; maintains both in hard and electronic copies in accordance with applied policies and regulations, continuously and proactively updates of all personnel related records. The incumbent is also required to coordinate with Communication and Records (C&R) section for archiving and disposing of records as per the Agency's records management standard and applied regulations for HR records. The incumbent maintains regulations/policies extract copies (when needed), FSN/LES Staff handbooks, Mission Orders, Standardized Regulations Administrative Instructions, Staff Notices and Corresponding checklists. Prepares and maintains organization chart files for all USAID/Afghanistan offices, extracts biographic or other data from files, Personnel Management Application(s) or other source documents in assistance of preparation of various reports.

Benefits Administration:

The incumbent supports the medical claim and educational allowance reimbursement processes. Advises FSN/LES employees of the Medical Plan and Educational allowance Reimbursement coverage and applicability based on a particular case; timely prepares lists of new enrollees and separating employees for service providers or concerned offices, consistently updates such information on the systems and other actively used database. Performs the work of administering the Mission's health plan such as enrolling new employees, discontinuing separating employees, and updating family information of employees. Works with Post's Health Unit (HU) and Finance Management Office to expedite the process and as well resolve arising problems.

Entry and Exit Management:

The incumbent maintains up to date in-processing and out-processing forms and packets for FSN/LES, USDH, US/TCNPSC staff. Ensures that the most current forms are posted on the

Agency's intranet, periodically initiate a request for review and update with the pertinent personnel in HR. Coordinates orientation, awards, skill tests, and other HR programs.

Performance Management and Employee Development:

Assist in sending out performance evaluation reminders to LE Staff supervisors, receives evaluation reports, work development plans and other performance management documentations and forwards to the appropriate personnel for further action. Provides basic information and referral to locally hired staff on all HR matters. Helps staff to learn to use on-line resources for information.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: Completion of Secondary School is required. (Educational requirement must be met at the time of application for the subject position).

Work Experience: A minimum of 3 (three) years in administrative/personnel operations or related activities is required. (Work experience requirement must be met at the time of application).

Language: Level III (Good) speaking/reading of English language and Level III (Good) speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).

Knowledge: General understanding of local labor law and practices, records management and standard human resources practices are required.

Skills and Abilities: The position requires good organizational skills, tact, judgment, and discretion. The incumbent must possess good interpersonal skills and be able to maintain good working relationships with the public and Mission personnel. The incumbent must be capable of drafting non-complex correspondence in the working language of the organization. They must have the ability to interact with staff at all levels of the Mission; highly organized and methodical in order to successfully handle multiple competing tasks; and be able 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 with a **Subject line: Human Resources Clerk (OM 1649)**.

ANY/ALL application submissions after the closing date of June 14, 2016 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> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**

3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with missing required documents i.e Cover page, DS-174 and resume/CV, insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of application, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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