

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-11
November 7, 2014
Page 1 of 5

TO: ALL INTERESTED CANDIDATES

SUBJECT: RECRUITMENT FOR ONE "HUMAN RESOURCES ASSISTANT"
WITHIN USAID/MADAGASCAR EXECUTIVE OFFICE

**METHOD OF
EMPLOYMENT:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-9

**APPLICATION
CLOSING DATE:** 12:00 PM, FRIDAY, NOVEMBER 28, 2014

The U.S Agency for International Development (USAID) Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as a Human Resources (HR) Assistant with the Executive Office. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the services, and availability of funds.

BASIC FUNCTION OF THE POSITION

The HR Assistant assists with the administration of the day-to-day operations of the human resources functions and duties to help align the workforce with the strategic goals of the Mission. Activities and programs include management of staff performance and improvement, administration of Personal Services Contracts (PSCs) for local staff, health insurance coverage, local social security system, maintenance of HR filing system, and assistance in hiring local staff. The Human Resources Assistant serves as advisor on matters relating to local staff and provides guidance on rules and regulations regarding USG and Malagasy human resources administration. In the absence of the HR Specialist, the HR Assistant will serve as back-up.

I. Foreign Service National (FSN) Performance Management and Improvement Tracking System

Administer the Mission Foreign Service National (FSN) performance management program in accordance with available guidelines and regulations.

Notify supervisors/rating officers when the Employee Performance Reports (EPR) for employees under their supervision are due. Follow up and ensure that all reports are completed on the due date to allow timely processing of appropriate actions. Assist supervisors and employees in providing data and resources needed for the completion of EPR. Keep track of employee rating summary and follow-up on any identified areas which need improvement or unsatisfactory.

Assist in managing FSN training program. Maintain Individual Development Plan (IDP). Coordinate local trainings as required by supervisor.

Assist in managing the Mission's incentive award program: review and screen award nominations, advise on criteria for awards, check nominations for compliance with regulations, obtain funding and approval from the Mission Awards Committee and the Embassy Joint Country Awards Committee. Contribute to preparations for award ceremonies including the preparation of vouchers and award certificates.

U S A I D / M A D A G A S C A R

P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-11

November 7, 2014

Page 2 of 5

II. FSN Hiring Process and Contract Administration

Meet and work with supervisors to obtain accurate job descriptions and define organizational relationships for new and revised positions. Explain and discuss classification standards and requirements with employees and supervisors using the current USAID position classification system principles. Prepare and submit position classification requests and documentation to the regional classification center, and following up on final approval of the position classification.

Ensure all documents and requirements are complete before processing for recruitment. Prepare recruitment advertisements for posting. Supervise the pre-screening of all applications, set-up the interview panel and appointments for prospective candidates. Verify previous employment and performance records for applicants and conduct skill tests when required. Prepare and coordinate all logistics necessary to a smooth recruitment process. Ensure that reference checks are completed. Prepare a recommendation for initial salary and draft the job offer letters. Arrange security and medical clearances after contract negotiation. Prepare and send out letters for the unsuccessful candidates.

Assist in the orientation of new FSN employees. Prepare and process all types of personnel/personal services contracting actions for all FSN Personal Service Contract employees.

Serve as back-up in the Human Resources Section in case of absence of the Human Resources Specialist.

III. Assistance with Employee Relations

Serve as Mission's primary contact for all matters related to FSNs Local Health Insurance and the Health and Accident Coverage (HAC) for travels abroad and refer to the Human Resources Specialist when necessary. Assist with the implementation of the US Mission Health Insurance program for FSN employees. Process the enrollment of new employees in the local health insurance program, as well as the discontinuation of health insurance coverage for all terminated employees. Process claims for medical expenses reimbursement submitted by FSN employees and follow-up on timely reimbursement. Process the enrollment of travelling FSNs in the HAC program. Process and follow up on all personnel actions required by the Local Social Security system (CNaPS).

Assist supervisor or management with research and other special projects in connection with HR administration and procedures. Partner with management to communicate Human Resources policies, procedures and programs. Assist Mission staff with providing guidance and recommendation regarding human resources procedures.

Attend meetings and briefings when designated by Supervisor.

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-11
November 7, 2014
Page 3 of 5

IV. Maintaining Employee Files and Human Resources Filing System, and Reporting

Maintain hard copies of personnel files in compliance with applicable regulations.. Ensure that all forms are accurate and correctly filled in. Maintain employee database such as, training, incentive award and other personal information. Periodically coordinate the renewal of security clearances.

Ensure that HR subject files are maintained in compliance with relevant guidelines.

Keep electronic employee records up-to-date by processing employee status changes in a timely manner and by periodically auditing the database to ensure integrity. Develop a tracking system and database reports that are necessary to carry out the functions of the Human Resources section and to assist management in decision making.

Prepare/update, and submit the USAID official staffing and contracting reports as scheduled or as changes occur, as required by Washington, as well as any Mission specific staffing patterns.

REQUIRED MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

A. EDUCATION

A Bachelor's degree in management, public administration, liberal arts, law, or in studies where any of these fields is predominant.

B. PRIOR WORK EXPERIENCE

Three years of progressively responsible experience in human resources or administrative management. At least two years of the experience should be within a US Government (USG) Agency or in large and/or International organization preferably with similar work environment, HR policies and regulations, HR administration as USAID/Madagascar.

C. KNOWLEDGE

In-depth knowledge of human resources administration. Good knowledge of Malagasy Labor Code principles and practices required. Knowledge of Malagasy norms and customs is essential to communicate effectively with local staff. Thorough knowledge of position classification and hiring/contracting systems within the USG or large and/or international organization is a must. Extensive practice in personnel contract administration. Good knowledge of HR filing system required.

D. SKILLS AND ABILITIES

Effective administrative and interpersonal skills, strong customer service orientation, good organizational skills, utmost discretion and impartiality in dealings with all levels of Mission personnel are required. Must be able to handle issues with tact and professionalism. Must be able to identify, analyze and implement the most efficient solutions in a timely manner.

U S A I D / M A D A G A S C A R

P E R S O N N E L N O T I C E

USAID PER. Notice No. 2014-11

November 7, 2014

Page 4 of 5

Skills in database management and record keeping. Must have good oral and written communication skills. Strong computer skill is a must.

E. LANGUAGE PROFICIENCY

English, French and Malagasy languages at level IV: Fluent professional level speaking, reading and writing required. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English/French and Malagasy, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, this may require acting as an interpreter in situations where considerable importance attaches to proper word meaning.

ADDITIONAL SELECTION PROCESS AND CRITERIA

- This vacancy is open exclusively to interested candidates residing in Madagascar. Non-Malagasy candidates must have the required Malagasy work and residency permits to be eligible for consideration.
- It is essential that candidates address the required qualifications above in the application.
- Current US Government (USG) employees serving a probationary period are not eligible to apply.

INSTRUCTIONS FOR APPLICANTS

Interested applicants for this position **MUST** submit the following or the application will not be considered:

- 1) A cover letter, in English, which specifically addresses each of the selection criteria. The cover letter should provide more details about how the applicant's skills and prior experience make him/her qualified for the position. Applicants who do not include this information in their applications will not receive further consideration;
- 2) **Completed and SIGNED Federal form OF-612**: this form is mandatory and is available at USAID website: <http://www.usaid.gov/madagascar/work-with-us/careers> and at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV), in English, with your telephone number and e-mail address;
- 4) Photocopies of relevant education degrees and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
- 5) Applicants are required to provide at least three (3) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the OF-612 form. The interviewing committee will delay such reference

**U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E**

USAID PER. Notice No. 2014-11
November 7, 2014
Page 5 of 5

check pending communication with the applicant.

CLEARANCES

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

SALARY

The position is classified at FSN-9 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/Madagascar, s/he may be hired at FSN-8 "trainee" level for the first year of employment. After one year, promotion to FSN-9 will be subject to successful performance. Promotion to the target FSN-9 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

APPLICATION CLOSING DATE

Submit your application by **12:00 pm, November 28, 2014** to:

USAID/ Madagascar
EXO/HR
Lot 207A, Point Liberty (Route Digue)
Andranoro, Antehiroka
Antananarivo 105 Madagascar

or to the following e-mail address: AntananarivoUSAIDHR@usaid.gov
Attachments to your e-mail should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

- a) If you submit your application physically, please mark the envelop:
"PERNOT 2014-11"
- b) If you submit your application electronically, please put as subject:
"PERNOT 2014-11 [your name]"

TO BE CONSIDERED, applications must include ALL the required documents and information, and **be received** at USAID Office by the above deadline.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.