



# **USAID | BANGLADESH**

FROM THE AMERICAN PEOPLE

## **ANNOUNCEMENT NUMBER – 15-AID-003**

**OPEN TO:** All Bangladeshi Interested Qualified Candidates

**POSITION:** FSN Intern for the Human Resources Team

**OPENING DATE:** February 13, 2015

**CLOSING DATE:** March 05, 2015

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

Assists the HR staff of the Executive Office with a variety of administrative support duties in connection with processing actions and maintenance of personnel records of Local and American Mission employees.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- a) Types correspondences, letters, memoranda, announcements and forms.
- b) Screens applications with regard to FSN recruitment.
- c) Schedules English Language Proficiency Test (ELPT), initiates Visitor's Access Request, escorts applicants and takes/attends ELPT test.
- d) Requests to reserve the Conference Rooms and the Mission Training Room as needed.
- e) Assists the Human Resources staff in the preparation of personnel actions.
- f) Extracts biographic or other data from files for preparation of various reports.
- g) Maintains personnel folders and personnel files for local and American employees adding or deleting from files as necessary.
- h) Organizes and correctly files a large number of cables, letters, memos and other documents. Makes copies when necessary.
- i) Substitutes for HR Assistant during lunch breaks, illness, vacations and other absences from the office.
- j) Performs other duties assigned.

### **PERIOD OF PERFORMANCE**

The selected intern will be hired for six months from the date of joining subject to signing of an agreement between the FSN Intern and the Contracting Officer. Under no circumstances, can the period of service be extended.



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## **QUALIFICATION REQUIRED**

**Education:** University students studying Bachelor of Business Administration (BBA), major in Human Resources, Public Administration or other relevant subjects, in the final year of their studies and having CGPA above 3.0 are eligible to apply.

**Experience:** Hands on working experience in MS Word and Excel.

**Language:** Excellent English and Bangla writing and speaking ability is required.

## **OTHER ELEMENTS**

- The selected intern will complete the Pre-employment Security Clearance Form and be able to obtain an interim security clearance.
- The candidate will also undergo for the physical examination to be conducted by the U.S. Embassy designated physician.
- On receipt of the security and medical clearances, the incumbent will be issued a Foreign Service National Personal Services Contract (Internship Contract) for the period not to exceed one hundred eighty (180) consecutive days.

## **COMPENSATION**

Intern will be paid at hourly basis at Tk. 50 per hour. (No work-No pay policy).

## **SELECTION PROCESS**

It is essential that the candidates meet the required qualifications above may apply for this position. After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test and oral interviews.

## **TO APPLY**

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 along with their resumes of maximum two pages, a passport size photograph and a cover letter addressed to the Contracting Officer, Executive Office, USAID, C/o American Embassy, Baridhara, Dhaka, Bangladesh by close-of-business March 5, 2015.

The Form must be completed in English. You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience:



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## [Application Form OF-612](#)

**Please mention Announcement number and position title on your cover letter on the subject line.** One of the following options may be used to drop applications:

- Email to [dhaka-jobs@usaid.gov](mailto:dhaka-jobs@usaid.gov)
- By Hand with No Sealed Envelope at the South barrier (near Vatican and Nepal Embassy)

### **DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.