

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

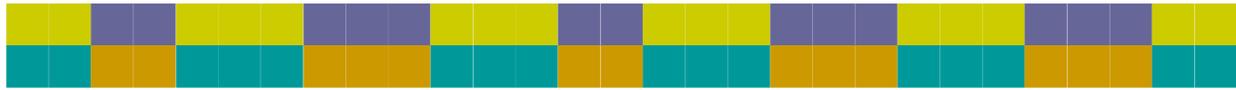
VACANCY ANNOUNCEMENT NUMBER – 16 - 010

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Human Resources Assistant (Wellness Coordinator), FSN-7
(Salary approx. Tk. 66,600 per month)
- OPENING DATE:** February 7, 2016
- CLOSING DATE:** February 25, 2016 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Human Resources Assistant (Wellness Coordinator)** in the Executive Office (EXO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

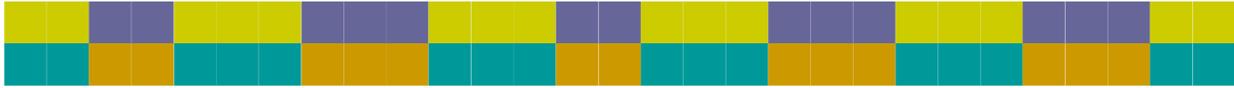
BASIC FUNCTION: The Wellness Coordinator serves in the Human Resources Section of the Executive Office, USAID/Bangladesh. The incumbent coordinates and implements the USAID/Bangladesh employee wellness and fitness program. The primary responsibility of this position is to support the overall health and fitness of Mission employees through education, awareness raising and delivery of tailored programs addressing identified employee needs



and interests. The incumbent develops programs that create awareness and motivation and provides tools to employees to help them adapt and maintain a well-rounded, healthy lifestyle. Responsibilities include the planning, development, implementation and monitoring of Mission-wide total well-being initiatives. Specific responsibilities include strategic planning and evaluation, design of programs to promote wellness and fitness for personnel. S/he acts as a liaison with the Agency's Staff Care Center (SCC), the Embassy Wellness Committee, other sections and agencies at post, and external stakeholders associated with the administration or implementation of the Wellness and Fitness Program. The incumbent will exercise leadership and independent judgment and must maintain professional confidentiality with regard to sensitive personnel matters. The incumbent will also be responsible for overseeing the maintenance of the wellness programs by generating reports, including, but not limited to, wellness program tracking and utilization, risks changed or reduced, and program analysis. The incumbent is also responsible for variety of human resources (HR) activities, primarily focused on recruitment procedure of FSNPSC.

MAJOR DUTIES AND RESPONSIBILITIES:

- Develops and establishes working relationships with individual offices and staff to promote and sustain a work environment that encourages healthy lifestyles.
- Develops, advertises and executes Mission-wide wellness initiatives and programs.
- Effectively utilizes internal resources and external affiliates to accomplish wellness and fitness goals and objectives.
- Conducts benchmarking analysis and environmental and cultural assessments to aid in program development and implementation.
- Liaises with the Agency Staff Care Center (SCC) in Washington to promote wellness challenges, work-life programs, and resilience workshops by tailoring prepared presentations from SCC to fit with the culture, language, and resources in Dhaka.
- Identifies appropriate resources from SCC and other sources and serves as a point of contact or resource person at post for these issues.
- Develops, coordinates, manages and maintains total wellbeing programming to reduce health risk and medical costs. Recruits participants for daily walks, leads stretching sessions or on-site workouts or identifies appropriate local resources for such activities. Motivates participants to set and attain appropriate health goals.
- Provides an orientation or training for new staff and incoming staff



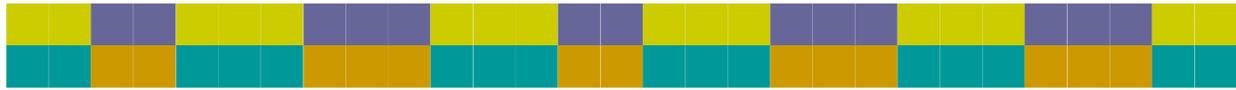
on: Staff Care benefits, orientation to SCC website and registration.

- Coordinates with Embassy Health Unit to conduct health screenings and health education activities.
- Understands and respects the sensitivity of confidential personnel information.
- Understands Staff Care Center (SCC) programming and how to access the services, also maintains familiarity with local resources.
- Keeps abreast of current national and international wellness and wellbeing initiatives and activities.
- Manages and analyzes monthly initiatives and program for participation, successes, and failures.
- Makes budget recommendations to Mission management in regards to wellness initiatives or programs
- Under direct supervision of the HR Specialist, plays a significant role in recruitment efforts.
- Prepares vacancy announcements and submits for announcement.
- Screens applications against selection criteria.
- Conducts the English and technical tests for short-listed candidates.
- Prepares salary and employment statement, pre-employment security clearance, medical clearance authorization letter.
- Supports the Mission's incentive awards program.
- In absence of any of the HRAs, may provide back-up support to the respective offices.
- Provide support in logistics arrangement for class room/VTC training.
- Maintains employee files and records.
- Leads special projects and initiatives as assigned.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his

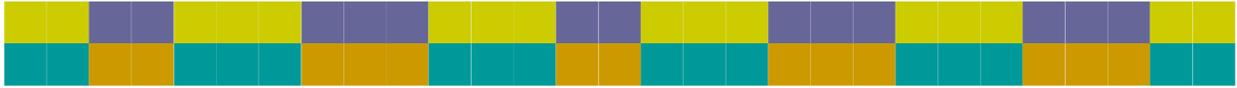


or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor degree in a health, athletics, Food and Nutrition, Human Resources related field. First Aid/CPR Training would be beneficial for the position. Specialized degree on Health and Nutrition or Public Health or Psychology is highly desirable. *(You must attach a copy of your Bachelor's degree certificate along with your application form.)*
- 2. Prior Work Experience:** Minimum 2-3 years of progressively responsible experience in administrative sector is required. Past experience in personnel management, delivery of health, fitness, nutrition or health promotion, wellness coaching or closely related fields is required.
- 3. Language Proficiency:** Level IV (Good Working Knowledge) English & Level IV (Fluent) Bangla is required. English language proficiency will be tested.
- 4. Knowledge:** Knowledge of motivating and team building techniques. Ability to work both independently and as part of a team with enthusiasm, initiative and creativity. Also knowledge about international office environment, welfare activities, presentation method and logistics facilities to organizing different activities. Broad knowledge in organizational and human capacity development. While performing job, a thorough working knowledge of USAID personnel policies and procedures is required.
- 5. Skills and abilities:** Computer literacy specifically with Microsoft Office. Well-developed interpersonal skills, along with a demonstrated ability to work productively with employees at all levels. Strong organizational and time-management skills. Ability to work under high-stress situations. Motivation, interest and capacity to learn about wellness programming, gain required skills or certifications as identified, and ability to design



and deliver wellness and morale-building programming based on staff needs or interests. Ability to work respectfully with diverse work groups and has the ability to motivate others. Should be approachable and listens well to build trust, and respects employee confidentiality. Ability to speak one-on-one and presenting in front of groups.

ADDITIONAL SELECTION CRITERIA

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

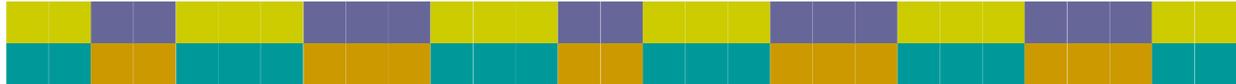
SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. Applicants who do not provide evidence that they meet the above qualification requirements may not be considered. After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

HOW TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form AID-302-3 or DS-174 along with a cover letter and resume. 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

Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S.



Embassy to be considered. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers> . and

[Application Form AID-302-3](#)

[Application Form DS174](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and;**
- II) A copy of Passport or Voter ID or Driver's License, and;**
- III) A copy of educational or trade school certificate as required.**

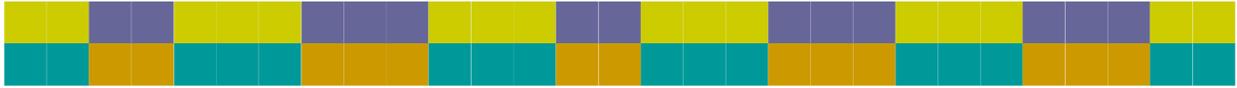
Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

WHERE TO APPLY:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

We appreciate your interest in USAID. However, only shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. 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, age, 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. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political



affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Women and members of minority groups are encouraged to apply.