



TO : **All qualified Applicants**
FROM : **Clemencia Acacha, Supervisory Executive Specialist**
Subject : **Job Opportunity Announcement**
Date : **June 20, 2008**

USAID is accepting applications for the following local-hire position:

POSITION TITLE : Human Resources Assistant
NUMBER OF POSITIONS : One (1)
GRADE : FSN - 8
OPENING DATE : June 20, 2008
CLOSING DATE : July 10, 2008
WORK HOURS : Full-time: 40 hours/week

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

I. BASIC FUNCTION OF POSITION

The Executive Office (EXO), in coordination with the Mission Director, is responsible for the administrative management functions of USAID/Benin. EXO provides essential services in budgetary planning, management analysis and planning, human resources management, administrative and general services including property management, embassy administrative support (under ICASS), travel and transportation, security and safety and management of Communications and Records.

Under the direct supervision of the FSN Executive Officer, the Human Resources Assistant serves as the principal advisor to the Mission in personnel related matters. Implements, directs and performs the functions of a Personnel Office in order to provide personnel services to American and local employees. Serves as the Mission expert on the recruitment of both USPSCs and local employees, performance evaluation procedures, maintenance of the Mission staffing patterns and personnel files, and classification of position descriptions. Manages preparation of new contracts and contract amendments for all Mission local employees. Coordinates the mission's award program with Embassy.

II. MAJOR DUTIES AND RESPONSIBILITIES

Under the supervision of the Executive Office team leader, the incumbent performs the following:

A. Position Classification 15%

1. Monitors the process for the establishment of new positions or reclassification of existing positions; receives and reviews Job Description Help Sheet (JDHS) to ensure adequate for regulations.
2. Provides guidance where appropriate; determines appropriate series, title and grade through agency classification.
3. Submits new position descriptions to EXO Team Leader and ensures needed signatures are received prior to classification;
4. Inputs Computer Aided Job Evaluation (CAJE) information. Requests position approval from Washington.

B. Recruitment 15%

1. Drafts position vacancy announcements for approved positions; ensures necessary funding processes are completed prior to this step.
2. Collects resumes submitted by candidates. Screens out candidates meeting the minimum requirements; suggests possible trades-offs where none of the candidates meet the requirements. Schedules top-ranked candidates' testing and interviews. Prepares folders for Technical Evaluation Committee (TEC) members.
3. Serves as the Technical Representative of EXO to administer tests, when required, following requesting office's recommendations. Explain conditions of tests to candidates.
4. Follows through recruitment process to ensure compliance with regulations. Reviews TEC memoranda for completeness, accuracy and equal opportunity based on the evaluation criteria as set forth in the PD. Ensures recruitment process is documented in the file.
5. Prepares congratulation letter for selected candidate. Collects essential information needed for top-ranked candidate to prepare the basis of a salary offer through interviews and communications with candidate. Includes the memorandum of negotiation to the file, explaining the method of selection and the basis of offer.
6. Coordinates with the Embassy Regional Security Officer (RSO) to obtain security clearances and local doctors to obtain medical clearances.
7. Prepares allowances and benefits offer letter to the candidate. Upon the candidate's acceptance of the offer, prepares a personal services contract for signature by the new employee and the Team Leader of Office of Acquisition and Assistance.
8. Prepares notifications of non selection to applicants not selected.

C. Employee Relations and Services 20%

1. Initiates all personnel evaluations. Maintains a current file on when evaluations and annual step increases are due; follows through with employees and supervisors to ensure that evaluations are submitted on due dates and that narratives are consistent. Informs supervisors 30 days in advance of the need for an evaluation to permit a step increase, promotion, extension of the contract and/or disciplinary action in accordance with the terms of the contract.

2. Assists the Executive Office Leader in administering the Mission Awards Program.
3. Coordinates all activities related to benefits under the Local Compensation Plan. Assists new FSN employees in completing all necessary documents for insurance coverage under the Local Compensation Plan. Assists employees with submission of claims, refunds, payments and settling of disputes that may arise in coordination with the Executive Office Leader.
4. Prepares and submits applications for work permits for non-citizen employees.
5. Maintains the Mission staffing pattern and ensures quarterly update of the internet database Web-pass. Maintains up-to-date organizational charts reflecting required data on positions.
6. Maintains lists and produces periodic and ad hoc reports and memos for EXO and the Embassy on USAID staff by employment category, authorized dependents lists, etc.

D. Contracting Management 20%

1. Negotiates, prepares and renews contracts for all Personal Services Contracts, including initiating security clearances, medical clearances, shipment of effects from home of residence, etc. Assists new local employees in completing all necessary documents for pension plan and insurance plan under the Local Compensation Plan.
2. In accordance with Federal Acquisition Regulation (FAR), AID Acquisition Regulation (AIDAR), Foreign Affairs Manual (3 FAM) and Foreign Service National Employees' Handbook, prepares budget estimates (biweekly salary and other related benefits, etc.). Determines clauses and general provisions to be included in the contract. Coordinates with the Office of Financial Management (OFM) for the obligation of funds. Prepares bi-annual master funding documents to fund all FSN PS Contracts.
3. Coordinates to obtain the signature of the new employee and works with the Office of Acquisition and Assistance to obtain signature of the Contracting Officer. Coordinates the distribution of the signed contract.
4. Maintains all records related to each employee, according to regulations and agency requirements, including the contract files and personnel files for all FSN/PSC, TCN and USDH personnel.

E. Personnel Administration 20%

1. Prepares Notification of Personal Service Contract Actions (JF-62) for promotions, step increases, position reclassifications, resignations and disciplinary actions for all FSN/PSC employees in the Mission.
2. Drafts memoranda to all USDH when a cable is received from USAID/W regarding USDH assignment cycle, health insurance, retirement, training, etc. Keeps an up-to-date file, with relevant information on all USDH employees.
3. Utilizes all electronic versions of personnel Policy documents, including the Automated Directives System (ADS), 3 FAM, AIDAR and related regulatory and personnel management policy guidance. Maintains updated hard copy of Local Compensation Plan.

4. Coordinates the arrival/departure of new USDH employees, US PSC, Third Country National and all internationally recruited employees with various departments of Embassy, including Security Office, Health Unit, CPU, CLO.

F. Other duties 10%

1. Operates various specialized computer software programs in the course of his/her duties:
2. Serves as back up to the General Service Assistant and performs duties in the absence of the incumbent.
3. Performs any other duties that may be assigned from time to time.

III. OTHER SIGNIFICANT FACTS:

A. Supervisory Received:

The Human Resources Assistant will be supervised by the Supervisory Executive Specialist of his/her designee.

B. Supervision Exercised:

None.

C. Available Guidelines and Policies:

USAID Automated Directives Systems (ADS), Foreign Assistance Manual (FAM), Federal Acquisition Regulation (FAR), AIDAR, FAH, Computer Aided Job Evaluation (CAJE) Manual, procurement regulations, host country laws and host country labor code, USAID, and US Embassy regulations, Mission Orders and any other directives on personnel administration. Extensive searches of a wide range of regulations and policy documents are frequently required. The incumbent must use sound judgment and initiative in applying the regulations and policy guidelines.

D. Exercise of Judgment:

Considerable judgment is required in selecting questions to ask on job audits, determining series, title and grade to recommend in classification. Objective judgment is required in screening job applicants to determine whether they meet minimum qualifications and in administration and classification functions; when to recommend consideration of trade-offs; and in maintaining fairness and equality; when recommending employees for upward mobility.

Discretion, confidentiality, tact and diplomacy are especially required for handling personnel matters and dealing with mission staff at all level.

Demonstrate sound, professional judgment, high level of ethical standards is also required. Jobholder is expected to exercise initiative and independent judgment in prioritizing workload and in taking action on contract administration issues.

E. Authority to Make Commitments:

None.

F. Nature, Level, and Purpose of Contacts:

Contacts include the Regional Personnel Officer, Embassy HR personnel. All grade levels of USAID Mission personnel, Embassy personnel, both FSN and USDH on matters relating to personnel administration and position classification. Contacts are also with Social Security, Medical Aid Society, working levels of other agencies at post to exchange information.

G. Time Expected to Reach Full Performance Level:

One (1) year.

QUALIFICATIONS AND EVALUATION FACTORS

Applicants will initially be evaluated based on the documentation submitted with the application. Then competitively ranked applicants will be tested and interviewed. The results of the testing and interview, along with the reference check results, will be considered in the selection process.

Following are the evaluation criteria, with their weight of importance, for this position:

A. Education and Training (10 points).

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement.

- Completion of a Junior College certificate is **required**.
- Some university studies, preferably in personnel management, administration or any other relevant field (business administration, law etc) are **preferred**.
- Any relevant training in U.S. Government management will be a plus.

B. Language Proficiency (20 points)

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement.

- A minimum professional fluency in French is **required**.

This includes the ability to read technical and performance reports with complete understanding; ability to participate effectively in most formal and informal conversations on practical, social, and professional topics, ability to discuss particular interests and special fields of competence with relative ease; ability to participate effectively in meetings with complete comprehension for a normal rate of speech; ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects; and ability to write documents; strong writing skills in French are **preferred**.

- A minimum of full professional fluency in English is **required**.

This includes the ability to use the language fluently and accurately on all professional levels needed with a high degree of effectiveness, reliability, and precision. This means that s/he can understand and participate in conversations within the range of his/her personal or professional experience, can respond appropriately even in unfamiliar situations; can read and fully understand regulations and policy; can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and generally are free from errors in usage and sentence structure. English skills at the ability of a bilingual proficiency are **preferred**.

C. Other Skills and Abilities (30 points)

Initial screening will entail an examination of the application package for discussion of how the skills described below have been demonstrated in the applicant's professional experience. Applicants who do not include a discussion of these skills and abilities in the application will not receive further consideration.

- Minimum requirements for this position include ability to use personal computers effectively. This includes proficiency in word processing and basic skills in using spreadsheets. Applicants invited for interviews will be tested for skills in using Word

and Excel. Fully functional in using internet to research information is **required** and will be assessed.

- Skills and abilities enabling appropriate analysis, interpretation and application of regulations, policies, and procedures are **required**. Relevant regulations and policies include, among others, local labor law, administration of human resources.
- Excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements and position descriptions are **required**.
- Ability to speak in a convincing way before other colleagues, as well as to negotiate with both US and local individuals, most of whom will hold high level positions within their organizations, is **required**. Excellent negotiation skills are vital to be able to orchestrate “win-win” situations between disparate interests of negotiating parties.
- Full understanding and adherence to standards of ethics and integrity are **required**.
- Interpersonal, teamwork, analytical ability to exercise independent judgment and customer service skills of applicants invited for interview will be assessed. Skills in multitasking, attention to detail, time management along with degree of motivation will also be assessed through answers to hypothetical questions.

D. Prior Experience (40 points)

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement:

- Three to four years of progressively responsible experience in human resource management, public administration or any other relevant field is **required**.
- It is **desired** that at least two years of this experience be personnel management related.
- Experience with a U.S. Government Agency, a U.S. non-governmental organization or any other international will be a plus, but is not a must.

INSTRUCTIONS TO APPLICANTS

Applicants must submit a curriculum vitae (CV) which contains information about education, professional experience and skills. CVs must include a discussion of skills in language and computers. Applicants are encouraged to prepare a cover letter which provides details of how other skills for this position were demonstrated in previous professional experience. Applicants are also strongly encouraged to submit copies of the application in both French and English.

Applications must include the names and contacts information for 3 references. At least one should be the current immediate supervisor OR have been an immediate supervisor. USAID will contact current employers for references. Candidates who do not wish to have current employers contacted must state this in the application.

After an initial review of applications, only those deemed to meet minimum requirements will receive further consideration. After reviewing application from the initial screening, USAID evaluation committee will develop a short list of applicants who will be invited for testing and interviews.

How to apply: Applications must be submitted in a sealed envelop to the attention of Executive Office/Personnel and marked "Application for the position of Human Resource Assistant". The closing date and time for receipt of applications is July 10, 2008 at 17:00 PM