

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. AID-16-25**

OPEN TO: All Interested Candidates
TITLE: Human Resources Assistant
GRADE: FSN-8
POSITION NO: 80065-046 & 047
SALARY: Rs. 1,303,745/- P.A. (Starting salary at the full performance level)

OPENING DATE: October 14, 2016
CLOSING DATE: October 27, 2016
AGENCY: USAID
LOCATION: Islamabad

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID/Pakistan) is seeking individuals for the positions of Human Resources Assistant for the Office of Executive Management (OEM) in Islamabad. The position is classified at the FSN-8 grade level. The starting salary for this position is Rs. 1,303,745 per annum and the maximum range is Rs. 2,409,620 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF THE DUTIES: The incumbent assists and provides support to the HR Team in performing the full range of personnel services and HR administrative support functions for all categories of USAID Pakistan employees including US Direct Hires (USDHs), off-shore and locally recruited US Personnel Service Contractors (USPSCs), Third Country National Personnel Service Contractors (TCNPSCs) and Foreign Service National Personnel Service Contractors (FSNPSCs). The incumbent administers the recruitment process for international staff (USPSC/TCNPSC) as well as Foreign Service National staff (FSNPSC). Drafts and submits notices for employees' evaluations and work development plans and follows up with the supervisors for timely completion of their evaluations. Drafts and assists in preparing various personnel actions such as promotions, appointments, separations, With-in Grade Increases (WGI) and regularly updates the staffing reports in the Workforce Management Tool (WMT), WebPass Post Personnel, EAPS, etc. Prepares and submits periodic staffing pattern & staffing numbers to the Embassy and USAID Mission management as needed. The incumbent is also responsible for maintaining, organizing, updating and performing close-out of Official Personnel Files (OPFs) and PSC contract files, and performs various other administrative and clerical duties to ensure the provision of quality and timely services to the Mission staff. The incumbent provides necessary support to the HR Team as and when required.

QUALIFICATIONS REQUIRED:

EDUCATION: Successful completion of college/university studies (fourteen years of education) in Human Resources Management, Business Administration or in a closely related field is required.

EXPERIENCE: A minimum of three years of related administrative, human resources, personnel assistance or customer service related experience is required.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: Thorough knowledge of standard office management procedures and practices. Must be able to acquire thorough knowledge of the requirements and procedures for preparing various USG and USAID forms, reports, correspondence, and documents, as well as the organization and maintenance of OPFs. Must be able to acquire good knowledge of the organization, post and mission specific HR policies and procedures. Must be able to quickly learn structure and functions of the USAID Mission in Pakistan and familiarity with its programs and objectives. Must have comprehensive knowledge of host-country local labor laws as well as prevailing customs and practices as they apply to compensation, employment benefits and retirement.

ABILITIES & SKILLS: Strong interpersonal and communication skills, tact and diplomacy are required to maintain excellent working relationships with all Mission personnel. The incumbent is required to have the ability to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight, a strong focus towards attention to detail, and a demonstrated proficiency in using word processing and spreadsheet software. Ability to apply and interpret regulations to current situations is required. The ability to maintain strict confidentiality relating to all areas of

organization's personnel matters is absolutely required. In addition, s/he must be tactful, yet effective in working with all categories of Mission personnel and be able to effectively anticipate client needs and/or concerns.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** educational qualifications as advertised in the vacancy announcement.
5. Current employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.
9. Applicants selected for interview must pass the technical test (if one is required) to advance.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff) which can be retrieved from the Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. **Applicants are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Candidate's experience acquired before/after joining US Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to applicant's qualifications could make the candidate ineligible for the position.** Applications should be forwarded only on the email: FSNIslamabad@usaid.gov address. When submitting an application, the vacancy announcement number and the title of the position must be mentioned in the subject line.

Incomplete applications, applications received through Zip folders or links of Google Drive, Sky Drive and/or any other private cloud computing database/websites and/or applications received after the closing date will not be considered. Only applications submitted on the prescribed application DS-174 Form and on the email address given in the vacancy announcement will be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised USAID positions, please visit the Embassy website <http://islamabad.usembassy.gov/usaid-vacancies.html>

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on travel orders and under Chief of Mission authority or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 27, 2016

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.