



## **HUMAN RESOURCES ASSISTANT**

**Job Announcement No. AID – 007 –17**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant

**OPENING DATE:** August 11, 2017

**CLOSING DATE:** September 8, 2017

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** FSN 8 - (ZMK 168,538.38 p.a. - ZMK 264,101, 46. p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Human Resources Assistant.

### **BASIC FUNCTION:**

The incumbent will work under the direct supervision of the Human Resources Specialist (HRS) and the Executive Officer. S/he will be responsible for planning, designing, developing, coordinating, and implementing the full range of Human Resource (HR) services to support the USAID/Zambia mission and broader U.S. Government development strategy. The USAID mission in Zambia consists of foreign national and American employees with two satellite offices managed from the head office in Lusaka.

Services provided through the Human Resources Assistant include: personal services contracting, position classification, recruitment, hiring and termination, travel, workforce planning, U.S. Direct Hire assignment coordination. S/he will also help provide oversight of mission systems for counseling, evaluation, liaison, and mediation. As a key member of the Human Resource Office, the HR Assistant is a technical advisor on personnel policies and issues. The incumbent also serves as a point-of-contact on matters pertaining to post-specific regulations and guidelines affecting American and Zambian employees.

The Human Resources Assistant administers the mission awards, assists in training programs, and ensures mission compliance with all legal, regulatory, procedural, and policy requirements governing personnel management activities.

## **REQUIRED QUALIFICATIONS:**

### **a. Education:**

- Possession of a bachelor's degree or local equivalent in Business Administration, Human Resource Management, Public Administration, or related field is required.

### **b. Prior Work Experience:**

- At least three (3) years of progressively responsible experience in personnel management with international organizations, host government, donor agencies, or NGOs is required.

### **c. Post Entry Training:**

- Training will be provided to obtain Federal Benefits, counseling for benefit specialists, position classification courses or seminars, and other Human Resource-related courses as available within the Mission and/or as provided by USAID/Zambia. USPSC contracting training and an M-CLASS seminar will also be provided.

### **d. Language Proficiency:**

- Level IV (Fluency – speaking/reading/writing) English is required.

### **e. Job Knowledge:**

- Demonstrated knowledge of personnel management is required. A thorough knowledge of Foreign Affairs Manuals, Department of State Standardized Regulations, Federal and USAID personnel and acquisition regulations; AIDAR (as these relate to the employment of Personal Services Contractors), Locally Engaged Staff positions; evaluation theory, practices, principles, and procedures for all mission staff; and a well-developed knowledge of M-CLASS and Federal Travel Regulations are required.
- Must have a working knowledge of host government guidelines concerning local labor law of employment of local personnel and registration of American personnel. The incumbent must possess knowledge of statutes and regulations as they pertain to Human Resource and administrative services, including those directed by Zambia's Labor and Government structures (Retirement Scheme Office; Social Security Office, Medical Coverage Institution, and Labor Office).

### **f. Skills and Abilities:**

- Analytical, interpersonal, and managerial skills are critical to the performance of this position. The ability to examine and understand complex policies, to articulate these policies and their application to Mission operations, and to put into effective USAID regulations and directions is essential.
- Excellent analytical and writing skills are required to effectively edit or assist in the rewriting of position descriptions and preparation for classification analysis. Excellent verbal communication and interpersonal skills are required to explain classification decisions, provide advice and assistance to U.S. employees, and to communicate and work effectively with employees at all levels in discussing sensitive issues.
- Accuracy, attention to detail, and patience are required to explain different types of personnel issues and policies to USDH, USPSC, and FSN employees. Requirements also include the ability to function well under pressure, and to exercise flexibility and discretion in resolving problems.

**TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

**BENEFITS:**

The position is classified at FSN-8 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

**APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

**SUBMIT ALL APPLICATION MATERIALS TO:**

[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov) (E-mailed applications required.)

The email subject heading **must** read:

**Application: Human Resources Assistant, AID-007-17**

**Only short listed candidates will be contacted.**