

VACANCY ANNOUNCEMENT NUMBER : D-08-035

OPEN TO: All interested candidates
POSITION: **HUMAN RESOURCES CLERK – FSN 7; FP 7**
OPENING DATE: September 18, 2008
CLOSING DATE: October 2, 2008
WORK HOURS: Full-time job, 40 hours/week

The U.S. Embassy in Dakar is seeking an individual for the position of Human Resources Clerk.

BASIC FUNCTION OF POSITION: The incumbent of this position is responsible for a wide range of administrative tasks dealing with management of the personnel and maintaining a smooth operation in the Human Resources (HR) Office. Basic functions include but are not limited to: Processing LE Staff personnel actions, monitoring the performance evaluation process, maintaining records and personnel files, updating Post Personnel system to ensure real time data integrity, coordinating all matters related to the LE Staff medical insurance. The incumbent supports the HR Management Specialist and works with the HR Assistant on some US programs, as well as providing administrative support to the Regional HR Officer.

QUALIFICATIONS REQUIRED

Education: Completion of Associate Degree or 2 years post secondary education in business related field.

Prior Work Experience: At least 2 years of experience in Human Resources Administration or a closely related field.

Language:

- Excellent command of written and spoken French (level 4/4 - Fluent)
- Good working knowledge in English, written and spoken (level 3/3)
- Wolof (level 2 – spoken; limited knowledge)

Knowledge:

- A good knowledge of human resources management procedures and a good grasp of current best practices in the field is required.
- The successful candidate must demonstrate familiarity with all administrative tools related to recruitment and administration of personnel.
- Must display a good awareness of local labor law requirements, including retirement and social security regulations.

Skills and Abilities:

- Excellent computer skills with ability to manage a database, run queries and generate reports is required.
- Mastery of all MS Office applications (Word, Excel, and PowerPoint) with ability to use Outlook features for efficient planning of work is necessary.
- Ability to learn new and complex regulations very quickly is needed.
- Must be able to follow through and ensure that deadlines are always met
- Ability to develop Standard Operating Procedures (SOP) is needed.

- Accuracy and great attention to detail, ability to balance and prioritize work schedule independently, customer skills and ability to handle many requests and deliver in a timely and satisfactory manner are also required.

SELECTION PROCESS: When equally qualified, Eligible Family Members and U.S. Veterans will receive preference in hiring. Therefore, it is essential that all candidates address the above-required qualifications in the application.

NOTE: Only short listed candidates will be contacted.

ADDITIONAL SELECTION CRITERIA: Management will consider nepotism/conflict of interest, budget, veteran's preference, and visa status in determining successful candidacy.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

(1) Optional Application for Federal Employment (OF-612 – for not ordinarily resident U.S. citizens), US Embassy Dakar Application Form (for ordinarily resident applicants), or current resume/curriculum vitae (all applicants) that provides the same information as the OF-612.

(2) Letter of motivation addressing the qualification requirements of the position as listed above,

(3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

(4) Candidates who claim U.S. Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: U.S. Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

CLOSING DATE FOR THIS POSITION: October 2, 2008 or until qualified candidate selected.

The US Mission in Senegal 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.

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP).

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.