

VACANCY ANNOUNCEMENT

OPEN TO: All interested candidates
POSITIONS: **HUMAN RESOURCES CLERK**
OPENING DATE: July 25, 2007
CLOSING DATE: Until qualified candidate is selected
WORK HOURS: Full-time job, 40 hours/week – **may be shared**
SALARY/Full time: EFM/MOH/NOR: Position Grade: FP-7 US \$ **36,173** (Full Performance) (to be confirmed by Washington)
Ordinary Resident: Position Grade: FSN-7 **CFA 7,719,225 p.a.** (Full Performance)

The U.S. Embassy in Dakar is seeking an Eligible Family Members (EFM) or Ordinarily Resident citizens or individuals with the required work permit for employment in country 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 a smooth running of the Human Resources Office. Basic functions include but are not limited to: Processing of the FSN personnel actions, monitoring the performance evaluation process, maintaining records and personnel files, updating Post Pass Personnel system to ensure real time data integrity, coordinating all matters related to the LES medical insurance. The incumbent backs up the HR Management Specialist and the HR Assistant and also provides secretarial support to the Regional HR Officer.

QUALIFICATIONS REQUIRED

Education: Completion of Associate degree or equivalent in 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)
- Good working knowledge in English (level 3/3)
- Woloff (level 2 – limited knowledge)

Knowledge: A good knowledge of human resources management procedures and a good grasp of current best practices in the field; 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; the incumbent must quickly learn and develop knowledge of the personnel regulations as described in Foreign Affairs Manual (FAM); good understanding of the performance evaluation process, personnel actions, position descriptions, post regulations on the administration of FSN employees and the Local Compensation Plan (LCP); knowledge of ICASS system.

Skills and Abilities: Excellent computer skills with ability to manage a database, run queries and generate reports; perfect mastery of all MS Office applications (Word, Excel, and PowerPoint) with ability to use Outlook features for efficient planning of work. Ability to learn new and

complex regulations very quickly. Ability to follow through and ensure that deadlines are always met; ability to develop Standard Operating Procedures (SOP). Other essential skills include: Accuracy and great attention to details, ability to balance and prioritize work schedule independently, customer skills and ability to handle many requests and deliver in a timely and satisfactory manner.

SELECTION PROCESS: When equally qualified, Eligible Family Members will be given preference. 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 should submit the following: a current resume, a letter of motivation addressing qualifications against the requirements listed, and application for Federal Employment (OF-174) form. Please also provide documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

DEFINITIONS

1. **EFM:** US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad. The US citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to the post where the position is located.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

SUBMIT APPLICATION TO: Human Resources Office

E-mail Address: **PersonnelDakar@state.gov**

An Equal Opportunity Employer