

## VACANCY ANNOUNCEMENT

**OPEN TO:** All interested candidates  
**POSITION:** **HUMAN RESOURCES SPECIALIST, FSN-10; FP-5/5**  
**OPENING DATE:** October 22, 2007  
**CLOSING DATE:** November 07, 2007 or until qualified candidate selected  
**WORK HOURS:** Full-time position, 40 hours/week  
**SALARY:** Not-Ordinarily Resident (NOR): US\$ 45,153 p.a. (Starting Salary)  
(Position Grade: FP- 05 to be confirmed by Washington)  
Ordinarily Resident (OR): CFA 16,669,519 p.a. (Grade FSN 10, Step 1)

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

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

### **BASIC FUNCTION OF POSITION**

The incumbent serves as the Regional Human Resources Officer's senior advisor and assures smooth and efficient operations of the Human Resources (HR) Office. His/her role is critical in maintaining section communications and morale.

- He/she administers all HR functions for Locally Employed Staff (LES) to include recruitment, job classification, HR system data entry and verification, personnel actions, and personnel management.
- He/She serves as mission point of contact (POC) for Senegalese labor law, Department of State (DOS) HR regulations and Post policy as per the LES Handbook and the Local Compensation Plan.
- He/She maintains the highest standards of transparency within section and mission.
- He/She directly supervises the HR Assistant and two HR Clerks.

### **MAJOR DUTIES**

- The incumbent oversees and provides work guidance within the HRO to ensure efficiency in the personnel administration and completion of section-wide projects, reports, and daily data input.
  - The incumbent is the person of contact for Mission Compliance with Host Country Regulations and DOS/Post HR Policies
  - He/She determines and handles the required specific Annual Projects
  - He/She keeps the Local Compensation Plan (LCP) updated as needed, disseminates information on LES compensation and benefits and maintains all historical LCP records and documentation for Mission.
  - He/She establishes and maintains contact with representatives of Mission's panel of comparators and coordinates informal and formal market surveys.
- He/She is responsible for the Mission Awards and Recognition Program
- He/She administers Mission's participation in all local regulatory benefits plans such as retirement plan, local social security fund and medical insurance plan.
  - He/She serves as POC for Mission training procedures and policy.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact via e-mail: [PersonelDakar@state.gov](mailto:PersonelDakar@state.gov)

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. A University degree in related field is required
- b. From four to six years of progressively responsible experience in personnel management and/or administration.
- c. Level 3/3 (Good Working Knowledge) English is required (spoken and written). Level 4/4 (Fluent) French is required (spoken and written).

d. Other criteria:

Thorough knowledge of host country labor legislation

Comprehensive knowledge of US Government laws, regulations and policies relating to LES personnel administration, including job classification regulations.

Advanced knowledge of spreadsheet, word processing packages and personnel management systems.

e. Skills and Abilities:

- Absolute discretion and professionalism in regard to personnel information.
- Ability to communicate with and counsel all levels of staff
- Ability to interpret official documents and legislation.
- Ability to establish and maintain reliable contacts with high level officials of the host government and with senior personnel officials in international organizations.
- Ability to collect, classify, and evaluate personnel management data and to write clear and concise reports on complex personnel matters.
- Ability to deal with American and LES personnel problems objectively and professionally.
- Ability to be self-motivated, to manage time effectively, to prioritize, to organize work load, and to work under pressure.
- Ability to use Microsoft applications, including Outlook.
- Excellent judgment in sensitive HR matters.

**SELECTION PROCESS:** When equally qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

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

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

- Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following or the application will not be considered: a current resume, a letter of motivation addressing the qualification requirements of the position as listed above, and Application for Employment (OF-174, SF-171, OF-612, or a current resume/curriculum vitae the provides the same information as the OF-174 or OF-612).

Please also provide documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

**SUBMIT APPLICATION TO:** Human Resources Office.  
E-mail Address: PersonnelDakar@state.gov

## **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 GS or FS salary schedule, not under the 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.

**CLOSING DATE FOR THIS POSITION: November 07, 2007** 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.