



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 49

- OPEN TO:** All Qualified Candidates
- POSITION:** Human Resources Assistant, FSN – 7; FP-7
Depending on qualifications and experience incumbent may be hired at a lower trainee grade level.
- OPENING DATE:** September 24, 2007
- CLOSING DATE:** October 8, 2007 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

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

The U.S. Embassy in Bangladesh is seeking applications for the position of Human Resources Assistant in the Human Resources (HR) Office.

BASIC FUNCTION: The incumbent provides the full range of HR services to American Direct Hire (USDH) and Eligible Family Member (EFM) employees. Primarily responsible for administering programs for the Mission USDH employees except USAID. Also administers EFM Recruitment program to provide the qualified candidates to meet the position vacancies. Drafts vacancy announcements, collects applications, & arranges interviews. Also assists with the American evaluation program.



MAJOR DUTIES AND RESPONSIBILITIES:

✚ Prepare all types of travel related cables for incoming and outgoing USDH employees and all other miscellaneous cables requiring American Personnel services. Prepare, update and distribute check-in and check-out packages to incoming and outgoing employees. Forward all pertinent forms to the Department for newly-arrived employees. Prepare capsule PD report, update Mission language skill roster, and assist USDH employees in filling out different forms as required. Monitor Public Financial Reports (SF-278) and Confidential Financial Disclosure Reports (OGE-450) open season. Send cables to Department and prepares Mission announcements as required. Regularly enter and maintain data into the Web Pass Program, Mission Staffing Pattern and HR Data Card for the American employees.

✚ Is responsible for Family Member Appointment (FMA)/U.S. Temporary/ EFM PSA Plus employees' recruitment. Draft vacancy announcement, collect applications against EFM Vacancies, prepare necessary documents to arrange the interviews for the applicants & obtain concurrence from the Mission Hiring Committee. Process appointment documents for the FMA/U.S. Temporary/ PSA Plus, Summer Intern and Summer Hire employees. Prepare telegraphic requests for Bureau approval and submit security clearance requests for these appointments. Prepare telegraphic SF-52, JF-62 and other actions for FMA/U.S. Temporary/ EFM PSA Plus employees. Prepare a variety of cables and memoranda on appointment, salary, leave, Service Computation Date, separation etc.

✚ Assist in administrating American Employees Evaluation programs. Send requests to the American supervisors/employees requesting Work Requirement Statements (WRS) as required. Process DS-1829 (U.S. Foreign Service Employee Evaluation Report), and JF-57 (Foreign Affairs Agencies Performance Appraisal Reports for Overseas Temp resident and EFM employees) Forms as required. Assist in updating American employees' evaluation control roster and WRS roster when necessary.

✚ Serve as back-up in processing of applications for commissary membership, preparing Arrival/Departure roster and the Duty Officer Schedule for the USDH employees.



QUALIFICATIONS REQUIRED:

- 1. Education:** 3-4 years University degree in Business Administration or in a related field. 5-7 years of experience in HR may substitute for education. Training in Human Resources Management is desired.
- 2. Language Proficiency:** Level IV (Fluent) in English. English language proficiency will be tested at the time of selection.
- 3. Prior Work Experience:** 3-4 years of progressively responsible experience in Human Resources Management work. At least 2 years with the US Government preferred.
- 4. Knowledge:** How to deal effectively with people and to organize and develop own work plans etc. Knowledge of Human Resources Management, ability to multitask, must be aware of sensitivity required in dealing HR issues.
- 5. Skills and Abilities:**
 - ✚ Must be tactful and have good judgment skills.
 - ✚ Ability to type 40 words per minute.
 - ✚ Good computer skills including knowledge of applications such as MS Word, MS Excel, Power Point, Access etc.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

- 1.** Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
- 2.** Current employees serving a probationary period are not eligible to apply.
- 3.** Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.



4. Currently employed Not Ordinarily Residents (NORs) 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 on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at Gate-1 (Reception booth) and in the Human Resources Office, Ext. 2520. A copy is also attached hereto for your convenience.**

[Application Form](#)

2. **Interested AEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment)**. A copy is also attached hereto for your convenience.

[OF-612](#)

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

ONLY complete and up-to-date application form with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka - 1212**



POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2520

Fax # 9887825

DEFINITIONS:

- 1.** EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM.
- 2.** AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen spouse or child
 - On travel orders
 - 18 years of age
 - Residing @ post
 - Does not receive a USG annuity or pension
- 3.** Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

HRO: FMO: MGT/C