



U.S. EMBASSY BRIDGETOWN, BARBADOS ADMINISTRATIVE NOTICE

No.25/10N

DATE: March 03, 2010

OPEN TO: All Interested Candidates

FROM: Leticia Macapinlac, Acting Management Counselor

POSITION: Human Resources Assistant

OPENING DATE: March 3, 2010

CLOSING DATE: March 17, 2010

WORK HOURS: Full time 40 hours/week

SALARY *Ordinarily Resident : (BDS\$70,333.00) p.a. (starting salary)
(Position Grade: FSN-08)

*Not-Ordinarily Resident: (US\$41,780.00) p.a. (starting salary)
(Position Grade: FP-06 is confirmed by Washington)

NOTE: (ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION).

The U.S. Embassy in Bridgetown is seeking an individual for the position of Human Resources Assistant in the Human Resources Section. This is a full time, 40 hours a week position.

Basic Function of Position:

Incumbent carries out a wide range of projects and assist the Human Resources Specialist in implementing and performing functions of the HR Office. Is charged with the responsibility of administering and providing human resources and support to all America, Locally Employed Staff (LES) employees and Third Country Nationals who are assigned and/or attached to the Mission.

DUTIES AND RESPONSIBILITIES:

This is a sensitive position that requires the candidate to obtain a security clearance.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342).

QUALIFICATIONS REQUIRED

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

Education:

University degree in liberal arts or a related management field is required.

Prior Work Experience:

Three to five years of progressively responsible experience in office/human resources environment is required.

Language Proficiency:

Level IV (fluent English) speaking, reading and writing ability is required.

Job Knowledge:

Thorough working knowledge of Grenada and Barbados Local Labor and NIS (social security) laws as well as prevailing customs and practices as they apply to compensation and employment. Knowledge of Department of State 3 FAM, FMA handbook, Civil Service Commission, FSN Compensation regulations may be obtained on the job. Good working knowledge of general office operations and procedural requirements pertaining to functions performed in the Human Resources Office is required.

Skills and Abilities:

Good managerial skills, interpersonal skills that inspire confidence in LES staff and permit maintenance of effective working relationships with supervisors and agency heads. Level III typing ability (40 wpm with few errors). Good working knowledge of MS Microsoft Word, Excel and Power point programs. Tact and diplomacy in person-to-person contacts American and LES personnel, heads of agencies, host government officials.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

A security clearance or eligibility for one is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. 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.
5. Currently employed 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 into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Employment as a locally employed staff (HR-001) OR if a US Citizen a U.S. Federal Employment (OF-612).
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
Willey Business Park
St. Michael BB14006
Telephone: (227-4000, ext 4342)
Fax: (227-4048)

*The mailbox address is: BridgetownHumanResources@state.gov to which one may electronically send one's application.

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 above) 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. 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: March 17, 2010

The US Mission in Bridgetown 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.