



UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)
Announcing open position for FSN-0305-09

Human Resources Specialist

USAID Executive Office

OPENING DATE: 02/03/2009

CLOSING DATE: 02/24/2009

WORK HOURS: Full-time; 40 hours/week

Basic Functions of Position:

The incumbent serves as a member of the USAID/Iraq, HR/EXO Team, and performs variety of administrative and professional Human Resources Specialist duties related to the FSNPSC, TCNPSC, USPSC, and USDH engagement with USAID/Iraq in implementation of the Mission Human Resources Program. S/he serves as advisor to the Human Resources Specialists, with full responsibility for executing the administrative management functions of the Human Resources program at USAID, for a very large staff, in all categories.

Duties and responsibilities include, but are not limited to, Recruitment and Selection, Acquisition of Personal Services through personal services contracts for FSN and US staff, Reward Management (including Compensation, Awards, etc), Job Evaluation (Classification), Performance Management, Labor and Employee Relations, and Learning Support/Training.

Incumbent reports to the Sr. HR Specialist.

Position Grade:

Full performance grade level for this position is: FSN-09. A training grade level, below FSN-09, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

Required Qualifications:

a. Education: University degree (Business/Public Administration, International Relations, Law, or other related area) is required.

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b. Experience: Minimum three to five years of progressively responsible experience in the field of Personnel Administration, office and financial management, or other related field including maintenance of computerized tracking systems. At least two years of this experience should be with a USG or other international organization.

c. Post-Entry Training: On-the-job training, USAID PSC Workshop, Personnel Management, Position Classification Principles and Computer Aided Job Evaluation (CAJE) Training. Post-entry training will be focused on established Agency policies, procedures, and regulations governing USAID-specific personnel management and administration functions and responsibilities based on availability of funds.

d. Language: Level IV (Fluent) English and Arabic [speaking and written] is required to be able clearly communicate (verbally and in writing) with the all categories of internal and external customers.

e. Knowledge: A good working knowledge of computer applications. Good working knowledge of Computer Aided Job Evaluation (CAJE) System. A good working knowledge of PSC Contracting regulations and other personnel regulations and manuals is essential at the full performance level. Good working knowledge of Host-County laws and regulations pertaining to personnel matters (Labor Code, Tax Law, Retirement Law, Law on Social Protection, etc.)

f. Skills and Abilities: Good time management skills are essential to ensure work objectives are attained. High level of accuracy, attention to detail, punctuality, and excellent analytical, writing, and verbal communication skills are critical. Exceptional interpersonal skills required - must be tactful, personable, and able to maintain effective working relationships with employees and their supervisors. Ability to prioritize and work under pressure to complete multiple tasks within short time frame is a must.

To Apply for This Solicitation No. 09-007

Please follow all these instructions carefully:

- 1) Please indicate the title of the position you are applying for in the subject line of your email;
- 2) Please indicate the solicitation number in your application;
- 3) A current resume or curriculum vitae providing a daytime telephone number;
- 4) Copies of any relevant supporting documentation (e.g., essays, certificates, awards and copies of degrees earned). These documents must address and be relevant to the minimum requirements of the position as listed above;
- 5) At least three references providing their telephone numbers (and email address if possible);

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- 6) A separate page that addresses each selection criterion/qualification detailed above with specific information supporting each item, (i.e., education, experience, etc., and how you meet these requirements);
- 7) *Do not attach original documents to your application as they will not be returned.*

Candidates who do not follow these instructions will not be short listed for the position.

Please send email or hand-deliver your application by 02/24/2009

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov
www.usaid.gov/iraq/employment.html

Only short listed candidates will be contacted after the selection has been made.

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