

ANNOUNCEMENT NUMBER: 27-09

OPEN TO: All Interested Candidates

FROM: Craig Nagle, Human Resources Officer

POSITION: Human Resources Assistant, FSN-09*; FP-05**

OPENING DATE: October 20, 2009

CLOSING DATE: COB November 3, 2009

WORK HOURS: Full-time; 40 hours/week

BASIC SALARY: *Ordinarily Resident (OR): QRs. 137,033 p.a. (starting salary)
(Position Grade: FSN-09)
**Not-Ordinarily Resident (NOR): US \$42,314 p.a. (starting salary)
(Position Grade: FP-05 to be confirmed by Washington)

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

The U.S. Embassy in Doha, Qatar is seeking an individual with the required work permit for employment in country for the position of Human Resources Assistant in the Human Resources Office.

BASIC FUNCTION OF POSITION

Serves as the lead Locally Employed staff (LE staff) member responsible for carrying out the full-range of human resources functions to include: recruitment of employees; development of human resources management policies; conduct of Computer Aided Job Evaluation (CAJE); coordination of post's employee training program; conduct of periodic compensation surveys for submission to the Human Resources/Overseas Employment (HR/OE) Office; implementation of post's local compensation plan; preparation of various HR cables; coordination of the mission-wide awards program; supervision of the mission immigration services; ensure the current and up-to-date maintenance of the post personnel database; ensure the timely preparation of LE staff performance reports and personnel actions; manage the LE staff medical and life insurance program; maintenance of official personnel folders; and supervision of three LE staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 496-6000 Ext.6738 or 6712.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Education: Bachelor's degree in human resources management, public administration, or management required.
2. Prior Work Experience: A minimum of five years work experience in human resources management required.
3. Language Proficiency: Level III (good working knowledge) English language skills required.
4. Knowledge: Thorough knowledge of personnel and office management processes required.
5. Skill and Abilities: Steadfast adherence to the highest standards of professional conduct and commitment to upholding the integrity of all aspects of personnel administration consistent with all applicable regulatory guidance required; highly developed interpersonal and communications skills required; ability to deal with human resources management issues in a principled, fair, and equitable manner required; ability to assimilate new bodies of information, particularly regulatory guidance on management policies and procedures required; and computer skills in office applications software to include Microsoft Word, Excel, and PowerPoint required.

SELECTION PROCESS

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

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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. 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

appointment, unless currently hired into a position with a When-Actually-Employed (WAE) work schedule.

TO APPLY

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

1. Application for U.S. Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

PLEASE SUBMIT APPLICATION TO:

Human Resources Office
Attention: Human Resources Officer
American Embassy, P.O. Box 2399, Doha, Qatar
FAX: (974) 496-6769 **OR** 488-4298

POINT OF CONTACT

Telephone: (974) 469-6000 Ext. 6738 or 6712

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: COB November 3, 2009

The US Mission in Qatar 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.

Cleared: HRO:CNagle