

## **RE-ADVERTISEMENT**

U.S. Mission AMERICAN EMBASSY, NEW DELHI, INDIA

Announcement Number: New Delhi-2018-025

**Position Title:** Human Resources Assistant

**Opening Period:** May 4, 2018 – May 17, 2018

Series/Position/Grade: LE-305/DLA-540046/08

Salary: Rs.734,966 (annual salary)

\*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

For More Info: Human Resources Office

Mailing Address: Human Resources Office (Recruitment Team) C/o U.S. Embassy, Shantipath, Chanakyapuri, New Delhi – 110021.

E-mail Address: NewDelhiVacancies@state.gov

Who may apply: All Interested Applicants

**Security Clearance Required:** Local Security Certification

**Duration Appointment:** Indefinite subject to successful completion of probationary period

**Marketing Statement:** We encourage you to read and understand the

Eight (8) Qualities of Overseas Employees before you apply.

**Summary:** The U.S. Embassy in New Delhi is seeking an individual for the position of Human Resources Assistant in the Human Resources Office.

Note: Applicants who had applied in response to the vacancy announcement number # 18-025 dated March 21, 2018 need not to re-apply, as their application will be considered.

The work schedule for this position: Full Time; 40 hours per week

**Start date:** Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

## **Duties**

Under the direct supervision of the Senior Human Resources Officer (S/HRO) and day-to-day guidance of the HR Specialist, the HR Assistant is responsible for managing multiple Human Resources programs in American Personnel Services of the U.S. Embassy New Delhi. The incumbent is the primary contact for Ministry of External Affairs (MEA) diplomatic accreditation, visa issuance, and Bilateral Work Agreements (BWA) for the Mission. S/he monitors the issuance of Diplomatic ID cards, Personal Services Contract (PSC) and Temporary Duty (TDY) visas, and provides advice and recommendations for those with accreditation and visa-related issues. S/he is the subject-matter expert for MEA requirements BWA requests and coordinates the approvals of both Chief of Mission and the MEA. S/he liaises with internal and external stakeholders to resolve complex visa, accreditation, and BWA issues and provides customer service to 250 U.S. Direct Hire (USDH) employees and their Eligible Family Members (EFMs) as well as employees in four constituent posts. S/he will process personnel records for newly assigned officers and maintains position and personnel data in various HR systems, tracks new positions through the Position Management process, and produces standard and ad hoc reports as needed. S/he will be the Contracting Officer's Representative (COR) for the Post Language Program and will manage the Evacuation Management System, Duty Officer Roster and Overseas Seasonal Hire Program.

# **Qualifications and Requirements:**

## **Education:**

Successful completion of two years of college studies.

# **Requirements:**

Three years of human resources/administrative experience is required.

Level IV (Fluency) in English (Speaking/ Reading/ Writing) is required.

Level IV (Fluency) in Hindi (Speaking/Reading/Writing) is required.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission 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.

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

## **HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

<sup>\*</sup> IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the

applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with reemployment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

# ADDITIONAL EMPLOYMENT CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO CONFLICTS OF INTEREST, NEPOTISM, BUDGET, RESIDENCY STATUS, ETC.:

- 1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3. The candidate must be able to obtain and hold a local security certification and medical clearance.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

**HOW TO APPLY:** Applicants must submit a Universal Application for Employment (DS-174), which is available on our website <a href="https://Universal Application For Employment(UAE)">https://Universal Application For Employment(UAE)</a> (Form-DS-174) or by contacting Human Resources. (See "For Further Information" above). Applicants should electronically (or otherwise) submit the documents listed below along with the DS-174.

To save paper and ink HR has taken an initiative and we need your cooperation to make it a success. <u>We request you to submit an electronic application. Applications submitted in hard copy will also be considered.</u>

The electronic version of application could be Word File or a PDF version (hand filled scanned copy) from your email address to <a href="MewDelhiVacancies@state.gov">NewDelhiVacancies@state.gov</a>

# WHERE TO APPLY:

**Human Resources Office** Recruitment Team

Mailing Address: Human Resources Office (Recruitment Team),

C/o U.S. Embassy, Shantipath, Chanakyapuri

New Delhi- 110021

E-mail Address: NewDelhiVacancies@state.gov

Please insert <u>2018-025</u> (Vacancy Announcement Number) in the Subject of the E-mail <a href="MewDelhiVacancies@state.gov">NewDelhiVacancies@state.gov</a> Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

**Mandatory/Required Documents:** Please provide the required documentation listed below with your application DS-174:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)
- Proof of citizenship / Residency and/or Work Permit Eligibility to work in India (Applicable to all nationals including host country nationals): Please attach a copy (please do not attach original documents) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO), PAN Card, Voter's ID, Passport copy, Adhaar Card/Country identification or equivalent).
- Passport copy
- Degree (not transcript)
- Degree with transcript
- Certificate or License
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation

**For further information**: To request for the position description and or any inquiry regarding this position and the hiring process, please send an email to <a href="MewDelhiRecruitmentInquiry@state.gov">NewDelhiRecruitmentInquiry@state.gov</a>

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding and your interest in working at the U.S. Embassy in New Delhi.