

# U.S. Consulate General, Hyderabad

Vacancy Announcement Number: HYD-17-24

OPEN TO: All interested candidates

POSITION: HR Assistant, FSN-305-09, HYA-540003 (Personal Service Agreement).

**OPENING DATE:** August 30, 2017

CLOSING DATE: September 13, 2017

WORK HOURS: Full-Time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-9- INR 910,353 p.a.

Not-Ordinarily Resident (NOR): FP-05 (steps 1 through 4) - \$51,560 p.a

\*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General, Hyderabad is seeking eligible and qualified applicants for the position of HR Assistant in the Management Section.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

Applicants must apply on the Universal Application for Employment (UAE) DS-174 form. Applications not completed on DS-174 form will not be accepted. (Refer to application procedure below).

### **BASIC FUNCTION OF POSITION**

 The Human Resources Assistant provides a wide range of services, including but not limited to organizational design, position classification, recruitment, selection and placement, employee compensation and benefits management, training and development, performance management, employee relations, payroll issues and HR information systems.

- Recruitment Manages and directs the recruitment and selection process in accordance with US Government Standards for Locally Employed Staff.
- Identifies sources of qualified applicants for all positions from entry-level to specialist/technical and management/supervisory positions, and directs the preparation of vacancy announcements in accordance with HR policies as well as to elicit the widest pool of desirable applicants for each position.
- Manages the interview process and participates in interviews as the HR representative to ensure unbiased selections and guides hiring supervisors in making selection decisions.
- Position management Participates in, and advises the Management Officer on the need for, formal and ad-hoc right-sizing exercises to ensure that the organizational structure and positions are adequate to conduct Consulate Operations effectively and efficiently. Manages and oversees reductions-in-force (RIF) or other downsizing measures as required.
- Employee relations and development Plans and administers career development programs for LE staff including counseling, training opportunities, adherence to the performance management policies, and promotion and performance awards programs. Provides technical advice and guidance to managers and supervisors on performance, conduct and suitability cases.
- Performance management Advises supervisors of the need for objective and timely submission of performance reports and tracks adherence to performance timelines.
   Develops a section-wise list of employees with the rating cycles and report submission dates and sends the tabulated information to section heads.
- Benefits & Compensation Manages employee compensation and benefits programs for LE staff participation, including retirement, worker's compensation, payroll, taxes, health and life insurance, and accidental death and dismemberment programs.

# **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- EDUCATION: Two years of college studies is required. <u>Indicate completion / non completion by checking Yes /No under the education requirement item no. 18 Did you graduate on the form DS-174 (This question is to know if you have completed class-X, XII or any other degree/vocational courses, also specify the name of course and subjects for each qualification you possess).
  </u>
- 2. EXPERIENCE: Three years of progressively responsible experience in Human Resources Management and at least six months of supervisory experience is required. <u>Elaborate job responsibilities under item no. 20 (a/b/c/d) on the form DS-174. You may also attach annexures in case you would like to provide any further information/details).</u>

3. LANGUAGE: Level IV English (speaking and reading and writing) required. Level IV speaking in Hindi and Telugu (speaking and reading) required. (When applying for the position, please indicate your level of proficiency for these languages in item no. 19.

Please note to use number key (3 or 4) while applying online for the jobs requiring level – Ill and level –IV proficiency as the DS-174 application form does not accept more than two letters). Languages will be tested.

Following are the mandatory requirements/pre-requisites for employment with U.S. Mission. Each applicant is required to provide these documents and applications for each position you are interested in. Applications which do not provide the following supporting documents will not be accepted:

- 1. <u>Eliqibility to work in India (Applicable to all nationals including host country nationals):</u> 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) copy of passport, PAN Card, Voter's ID, Adhaar Card, Valid Driving License, etc.).
- 2. <u>Educational Documents</u>: Please attach copies of school certificates/Degree/Diploma courses or any other required course certificates as listed on the vacancy announcement.
- 3. <u>Trainings / Certificates / Computer knowledge</u>: Any Skilled or Semi-Skilled trainings/courses undertaken and completed as required on the vacancy announcement.
- 4. <u>Other documents</u>: Please attach any other document (e.g. licenses/Certification) if requested above under qualifications required section.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office Vandana Saradhi/Sandhya Thuniki in HR.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, 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\*\*
- \* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the

vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

#### **ADDITIONAL SELECTION CRITERIA:**

- 1. Management may consider any of 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. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4. The candidate must be able to obtain and hold the following: Local security certification and medical clearance.

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);

**PLEASE NOTE:** Effective April 1<sup>st</sup> 2016, Resumes/Curriculum Vitae/Bio-Data's <u>will not be accepted</u> therefore, completion and providing necessary information on the Universal Application for Employment form (UAE) DS-174 is a must.

"The spacing issue on the DS-174 has been resolved however you may continue to attach additional sheets in case you would like to provide any further information/details."

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

# WHERE TO APPLY:

**Human Resources Office:** Jim Segraves

Mailing Address: Paigah Palace, 1-8-323, Chiran Fort Lane,

Begumpet, Secunderabad – 500003.

E-mail Address: <u>HyderabadVacancies@state.gov</u>

**EQUAL EMPLOYMENT OPPORTUNITY:** 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. 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.

# **Appendix (DEFINITIONS)**

<u>Eligible Family Member (EFM):</u> An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the
  employee, spouse, or same-sex domestic partner 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; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

<u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old: and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Appointment Eligible Family Member (AEFM):</u> An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

# Not Ordinarily Resident (NOR) - An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan: or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is <u>not</u> subject to host country employment and tax laws.

# Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.