



American Embassy Banjul Vacancy Announcement

SUBJECT:**HUMAN RESOURCES ASSISTANT****DATE:****02/16/2009**

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Human Resources Assistant in the Management Office. Under the general supervision of the Deputy Chief of Mission, the incumbent is responsible for the full range of personnel functions for all Locally Employed Staff (LES) and U.S. employees in the Mission. Position administers the recruitment program, career development, compensation package, and also maintains electronically generated database for all employees. The incumbent receives minimal supervision and independently sets priority areas.

REQUIRED QUALIFICATIONS:

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

Education: Completion of High School education and two years of college studies with specialization in Human Resources Administration is required.

Experience: Four to six years of progressively responsible experience in personnel administration (at least four years should be with an international organization) is required.

Language: Level IV (fluent) English writing and spoken ability is required. Good working knowledge of Wolof and Mandinka required.

Knowledge: Must have excellent knowledge of compensation package and position classification standards. A thorough knowledge of U.S. and local labor laws, social security laws and prevailing practices as they apply to personnel management is required. Must be able to interpret human resources policies and regulations for employees and supervisors.

Skills and Abilities: Must have good writing skills and ability to set priorities. Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and supervisors at all levels. Ability to counsel employees and supervisors on work related problems. Good knowledge of computer programs: e.g. Microsoft Word, Excel, Access, PowerPoint, Microsoft Outlook, Internet, etc., required.

TO APPLY:

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

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

Submit Application to:

Human Resources Office
U.S. Embassy/Banjul
Kairaba Avenue
Banjul

CLOSING DATE FOR THIS POSITION: February 16, 2009

Please note that only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).