



USAID | INDIA

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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

- Advertisement No.** : USAID/12-02
- Position Title** : Human Resources Specialist
- Number of Positions** : One
- Office** : Executive Office (EXO)
- Grade** : FSN-10
- Location** : The position is based at New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 am to 5:00 pm
- Education** : Possession of a collegiate degree in education, business administration, or the social sciences is required.
- Experience** : A minimum of five years progressively responsible experience in human resources in India is required. At least two years of this experience should have included position classification and/or wage administration, for a USG or other international organization.
- Duties** : The Human Resources Specialist works under the general supervision of the USAID/India Executive Officer and is responsible for performing and supervising the full range of human resources functions for the Mission. The Specialist supervises 3-4 positions and performs or leads all phases of U.S. citizen and locally engaged employees (LES) personnel management. S/he serves as the Mission liaison with other counterparts on all LES personnel matters, including but not limited to recruitment and contracting of local and international staff; employee pay and benefits management; evaluation and classification of LES and US citizen positions; performance evaluation, training and employee development; ethics and conduct; orientation and personnel processing of incoming and outgoing employees; disciplinary actions; changes in human resources management procedures and processes; awards programs; management of personnel and contract files and records,

staffing patterns, and preparation of various periodic and ad hoc reports.

Performs other duties as assigned or required.

Language : Fluency in English and Hindi is required.

Knowledge : Knowledge of standard human resources practices applicable to the full spectrum of human resources management in India, from recruitment through separation, is highly desirable. Knowledge of host-government policies, prevailing practice, labor laws and employment market. Sound grasp of behavioral science, psychology and group dynamics including counseling, analyzing and evaluating problems.

On-the-Job Orientation: A thorough knowledge of USAID's Automated Directives System (ADS); Chapter 3FAH – FSN Compensation; FSN Position Classification; FSN Handbook; 3FAM; LEPCH; USAID human resources manuals and regulations; certification in Computer Aided Job Evaluation (CAJE) program and its associated manuals; a good knowledge of US Government contracting regulations (AIDAR, AAPD, etc.) and procedures will be provided.

Ability & Skills : Tact, diplomacy and good interpersonal skills; good communication skills; good interviewing and analytical skills to make objective position evaluation decisions and present them concisely is necessary. An ability to apply and interpret regulations to current situations is required. Excellent computer skills in use of a word processing system, Excel, and other MS Office applications are needed.

Opening Date for Applications : January 10, 2012

Closing Date for Receipt of applications: January 31, 2012 at 1700 hours

To Apply:

1. Interested applicants **must** apply on Employment Form, DS-174, available on the website:
http://www.usaid.gov/in/working_with_us/doc/employment_form.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **print copies** of applications to:
Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

Or

Electronic Submission to: indiaper@usaid.gov

3. Applicants must specify the advertisement number and position title in Column 1 of the Employment Form. Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability or sexual orientation.

Due to a high volume of anticipated applications, only short listed candidates will be notified.