



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 18-002**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant, FSN-305-08, DLA-540045  
(Personal Services Agreement)

**OPENING DATE:** January 19, 2018

**CLOSING DATE:** February 02, 2018

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-06  
Ordinarily Resident (OR) - Grade: FSN-08\*  
\*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)**

The U.S. Embassy in New Delhi is seeking eligible and qualified applicants for the position of Human Resources Assistant in the Human Resources Office.

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

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

## **BASIC FUNCTIONS OF POSITION**

The incumbent coordinates the awards program for Locally Employed Staff (LE Staff) and American employees; the training programs for Mission India (except USAID); and provides Official Residence Employee (ORE) administration. Performs the advisory role in classification program for LE Staff and Eligible Family Member (EFM) employee job evaluations for a variety of position descriptions country-wide for the U.S. Mission that includes the Embassy and all associated agencies at Post (except USAID).

### **Mission Awards Program:**

Administers the Mission Incentive Awards program by periodically preparing management notices to invite nominations; logs all nominations received country-wide; prepares background summary sheets for each nomination, distributes the nominations to Mission Awards Committee members for review and recommendation to the Chief of Mission (or if need be, to the Post's regional bureau). Organizes award presentation ceremony (Incentive, Length of Service, and Safe Driving) which entails sending invitations to all awardees, supervisors, preparing awards handbook and certificates, getting those signed and framed, and coordinating with General Services Office (GSO) and Facilities Maintenance Section (FMS), arranging for the auditorium and photographer for the same and forwarding photographs to awardees.

### **Departments Annual Awards Program:**

Coordinates the Department's annual awards programs including the FSN of the year award by circulating the nomination cables to section heads and supervisors; prepares staff notices, if required; receives nominations; runs through committee members; obtains Chief of Mission's final approval; and sends cable with Post nominations to the Department in Washington, D.C.

### **Training Program:**

Coordinates the training programs for LE Staff mission wide. These training programs are administered through FSI or the various training institutes for the enhancement of communication skills, management skills, supervisory skills, technical skills and professional skills. Ensures all training completed is entered in WEBPASS (employee database software) and the data is accurate and up-to-date at all times.

### **Regional Training at New Delhi:**

New Delhi is a Regional Training Post. The incumbent works with FSI or with other regional training centers for the training programs that include contents, syllabus and target audience, number of training participants anticipated from the post and from other regional Posts. Distributes training announcement telegram and solicits training nominations for the mission employees. Prepares country clearance cables for participants from other Posts. Makes lodging

arrangements (apartments or hotel accommodation) for outstation participants, and also arranges shuttle services.

**Training at FSI (Foreign Service Training Institute):**

Guides employees and supervisors about various classrooms and distance learning training programs offered by FSI; reviews forms; upon approval at post, facilitates on-line registration of the selected candidates for consideration by FSI. Obtains feedback from the employees after completion of course. Prepares routine correspondence, cables, memos and reports pertaining to training and maintains filing.

**Position Classification Advisor:**

Incumbent serves as Post's Position Classification Advisor and acts as liaison between supervisors at Post and the Regional Classification Center (RCC). The Advisor ensures that the supervisors are aware of HR regulations and policies related to position management, position descriptions (PDs), and position classification by conducting briefings or workshops as needed, and by disseminating policy changes promptly. The Advisor will receive classification or re-classification requests from supervisors or section heads at post. The Advisor ensures that each request meets the criteria outlined by HR/OE and/or the RCC; reviews each Job Discussion Help Sheet (JDHS) submitted to ensure it is consistent with the PD (position description) and that all relevant questions are completed in sufficient detail to allow for accurate position classification. The Advisor submits the completed documentation in accordance with the RCC's procedures to initiate the formal position classification request. Once the position classification is complete, the Advisor insures that all the documentation is appropriately signed by all parties and duly filed. The Advisor maintains files and reference materials. They ensure that any HR actions required for upgrade/promotion, etc. are completed in a timely manner.

**Records Maintenance, Reports and Correspondence:**

Maintains and updates positions description binders and subject files. Receives and logs new revised/updated position descriptions. Follows up on pending PDs and JDHs; drafts memos, cables, letters and reports pertaining to job evaluation. Prepares weekly, monthly and quarterly classification reports as and when required.

**ORE (Official Residence Employees):**

Drafts job advertisements for ORE staff, screens applications, presents qualified applicants to the supervisor by scheduling interviews; drafts appointment letters and contracts; obtains medical and security clearances; processes requests for payment of terminal benefits. Conducts survey of selected Embassies in New Delhi to collect information pertaining to salaries and benefits of ORE staff in order to compute yearly wage increases. Prepares amendments to ORE contracts to

reflect new salaries, obtains necessary signatures, and processes. Performs other duties as assigned.

### **QUALIFICATIONS REQUIRED**

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

1. Completion of two years of college studies is required.  
**(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.)**
2. Three years of responsible work experience in Human Resources or administrative work including customer service is required.  
**(Elaborate job responsibilities under item no. 20 (a/b/c/d) on the form DS-174. You may also attach additional sheets in case you would like to provide any further information/details.)**
3. Level IV (Fluency) in English (Speaking/ Reading/ Writing) and Level III in Hindi (Speaking/Reading/Writing) is required.  
**(When applying for the position, please indicate your level of proficiency for these languages in item no. 19 on the form DS-174.)**
4. Must have proficiency in the use of MS Office applications such as Word, Excel, and Outlook.  
**(Indicate your computer proficiency level (basic/intermediate/advanced) under item no. 21 on the form DS-174 for each computer application listed on the vacancy announcement.)**

Following are the mandatory requirements/pre-requisites for employment with U.S. Embassy, New Delhi. **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. **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) copy of passport, PAN Card, Voter's ID, Adhaar Card, Valid Driving License, etc.).
2. **Educational Documents:** Please attach copies of school certificates/Degree/Diploma courses or any other required course certificates as listed on the vacancy announcement.

3. **Trainings / Certificates / Computer or any other academic course**: Any Skilled or Semi-Skilled trainings/courses undertaken and completed as required on the vacancy announcement.
4. **Other documents**: Please attach any other document (e.g. licenses/Certification) if requested above under qualifications required section.

**For Further Information:** A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

**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 Servic employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

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. 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 a 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 [https://Universal Application For Employment\(UAE\) \(Form-DS-174\)](https://UniversalApplicationForEmployment(UAE)(Form-DS-174)) or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. degrees, transcripts, language test scores, typing test scores, work and/or residency permits, etc.)

**WHERE TO APPLY:**

**Human Resources Office** Recruitment Team  
**Mailing Address:** Human Resources Office (Recruitment Team), U.S. Embassy,  
New Delhi- 110021  
**Fax Number:** 2419-8056  
**E-mail Address:** [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

Please insert **18-002** (Vacancy Announcement Number) in the Subject of the E-mail [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov). Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

*To save paper and ink HR has taken an initiative and we need your cooperation to make it a success. We request you to submit an electronic application. Applications submitted in hard copy or via fax will also be considered however, submitting an electronic application is preferable.*

*The electronic version of application could be Word File or a PDF version (hand filled scanned copy) from your email address to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov) .*

**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)**

**Eligible Family Member (EFM):** 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.S. Citizen Eligible Family Member (USEFM):** 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.

**Appointment Eligible Family Member (AEFM):** 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 not 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.