



Vacancy Announcement
Embassy of the United States of America
Bujumbura, Burundi

EMPLOYMENT OPPORTUNITY!

Vacancy Announcement: 72069523R00008

Open To: All Interested CCN (Cooperating Country National) Candidates

Position: **Human Resource Assistant–FSN-08**

Opening Date: **November 20, 2023**

Closing Date: **December 19, 2023 at 12.00 pm (Central Africa Time)**

Work Hours: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION

The Human Resources (HR) Assistant is a member of the Executive Office (EXO) HR team and is responsible for providing Human Resource Management support to the USAID Mission.

The HR Assistant provides clerical, administrative, and technical support for the Mission to all levels of USDH (U.S. Direct Hires), Cooperating Country National Personal Services Contractors (CCNPSC), Offshore and Resident-Hire U.S. Personal Services Contractors (USPSC) and Third Country Nationals Personal Services Contractors (TCNPSC). The job holder's responsibilities will include preparing position classification, recruitment, contract management, new employee orientation, and official personnel/contract files management.

In addition, the job holder will be expected to regularly update the position and personnel data in the Mission personnel management system etc., coordinating and managing USAID incentive and On-the-Spot Award Programs, and supporting the arrival, travel, visa and accreditation, and departure processes. The job holder prepares and submits periodic staffing patterns and staffing numbers to the U.S. Embassy and USAID Mission management as needed. The Human Resources Assistant reports to the HR Specialist (or the Executive Officer in lieu of HR Specialist) and serves as a backup for other HR staff, as needed.

MINIMUM REQUIRED QUALIFICATIONS:

EDUCATION: Completion of Secondary Schooling and an additional two years of post-secondary studies in Human Resources, Business Administration, Management, Public Administration, or related degree is required.

EXPERIENCE: A minimum of three years of administrative, human resources, personnel assistance, public administration, or customer service-related experience is required.

TO APPLY FOR THIS POSITION:

Interested applicants in this position must review the USAID/Burundi solicitation posted on the U.S. Embassy Bujumbura Website and follow the instructions in **Section IV-Submitting an Offer (How to apply)**. The solicitation is available at <https://bi.usembassy.gov/embassy/jobs/> and the Form AID 309-2 is available online.