U.S. Mission Paramaribo

Announcement Number: Paramaribo-2018-07

Position Title: Human Resources Assistant

Opening Period: April 12 – April 20 2018

For More Info: E-mail Address: ParamariboHR@state.gov

Who May Apply: All Interested Applicants / All Sources

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

Summary: The U.S. Mission in Paramaribo is seeking eligible and qualified applicants for the position of Human Resources Assistant.

The work schedule for this position is Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Under the direct supervision of the Human Resources (HR) Specialist, the incumbent is responsible for performing HR duties pertaining to both Locally Employed (LE) Staff and US Direct-hire (USDH) employees.

Qualifications and Evaluations

Education: Post-Secondary education in Human Resources Management or Administration is required.

Requirements:

EXPERIENCE: A minimum of two years Human Resources experience with emphasis in recruitment and personnel administration is required.

JOB KNOWLEDGE: Knowledge of host country Social Security and private local insurance systems. Basic knowledge of HR resources and procedures (This may be tested).
Evaluations:

**LANGUAGE:** Level IV (Fluent) English, in reading/writing/speaking is required (This may be tested). Level IV (Fluent) Dutch, in reading/writing/speaking is required (This may be tested).

**SKILLS AND ABILITIES:** Must be able to use Microsoft Word, Excel and Outlook. Must also be able to use a scanner, photocopier and FAX machine. Must be able to type at least 40 words per minute. Must have strong customer service skills (This may be tested).

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): 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.

Other information:

HIRING PREFERENCE SELECTION PROCESS: 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 and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.
For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: [https://careers.state.gov/downloads/files/definitions-va](https://careers.state.gov/downloads/files/definitions-va)

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available [here](https://careers.state.gov/downloads/files/definitions-va) or by contacting ParamariboHR@state.gov.

To apply for this position, applicants should electronically submit the documents listed below.

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174 application form
- Residency and/or Work Permit (If applicable)
- Suriname ID Card or Passport copy
- Diploma(s) (not transcript) copy
- Language Scores (if available) copy
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- Letter(s) of recommendation
- List of references

**What to Expect Next:** Only applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office at ParamariboHR@state.gov or 556700 ext. 2240 or 2228.

Thank you for your application and your interest in working at the U.S. Mission in Paramaribo.