

Vacancy Announcement

U.S. Mission Yerevan, Armenia
Announcement Number: Yerevan-2018-30
Position Title: Human Resources Assistant
Opening Period: October 10, 2018 – October 24, 2018
Series/Grade: FSN- 7 (job series - 305)
Salary: AMD 7,994,663
For More Info: Human Resources Office: (POC: Nune Harutyunyan)
E-mail Address: YerevanVacanciesDL@state.gov

Who May Apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: Definite Not to Exceed 7 months

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 Yerevan is seeking eligible and qualified applicants for the position of Human Resources Assistant.

The work schedule for this position is:

- Full Time (number of hours per week – 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: Assists in administering recruitment for all locally hired staff (covered under Local Compensation Plan) of the Department of State, and affiliated agencies in the U.S. Mission Yerevan, Armenia with the exception of USAID. Maintains Organizational Charts, lists of disciplined employees, PSA agreements' spreadsheet and other charts and reports. Performs

other duties as assigned by the Supervisory HR Specialist or the Human Resources/Financial Management Officer.

Qualifications and Evaluations

EDUCATION:

- University degree in Psychology, Sociology, Linguistics, Political Science, International Relations, Business Administration, Human Resources Management, or Public Administration.

Requirements:

EXPERIENCE:

- Two to four years of progressively responsible experience in human resources administration is required.

Evaluations:

LANGUAGES:

- Level 4 (fluent) English and Armenian is required. (this may be tested)

SKILLS AND ABILITIES:

- Must be tactful and possess sound judgment. Must have ability to effectively communicate with all level of American and local employees; handle stressful and difficult situation. Must be resourceful, be able to provide information and interpret regulations as required. Familiarity with Microsoft Word, Windows, and PC operations.

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-for-va>

How to Apply: All candidates must be able to obtain and hold a security clearance. Applicants must submit a Universal Application for Employment (DS-174).

To apply for this position, applicants should electronically submit the documents listed below to the [Jobs and Announcements](#) page of the U.S. Embassy Yerevan website.

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

- DS-174), which is available on the [Jobs and Announcements](#) page of the U.S. Embassy Yerevan website at or by contacting Human Resources.
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted.

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.

Thank you for your application and your interest in working at the U.S. Mission in Yerevan, Armenia.