



UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT



No.034

Job vacancy

April 8, 2008

OPEN TO: All Colombian In-House Candidates

POSITION: PARTICIPANT TRAINING COORDINATOR
& HUMAN RESOURCES CLERK (0011857H2)

OPENING DATE: **Tuesday April 8, 2008 at 8:00 a.m. Bogotá Time**

CLOSING DATE: **Tuesday April 22, 2008 at 4:00 p.m. Bogotá Time**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-7 Col. Ps. \$29,043,380.00-
Col.Ps. \$47,921,576.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacantes”.

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Participant Training Coordinator and Human Resources Clerk.

BASIC FUNCTION OF POSITION

This position is located in the Executive Office USAID/Colombia. The primary purpose of this position is to serve as the principal Participant Training Coordinator and Human Resources Clerk to the Mission. The incumbent is responsible for implementing and maintaining the Mission's Participant Training program, covering In-Country (IC), Third-Country (TC) and US training. Collects all required data to feed the TraiNet software and coordinates administrative services as regards to participating training with the USAID, various Embassy offices and USAID/ Washington. Is the designated TraiNet operator for the Mission. Incumbent serves as Human Resources Clerk and back-up to the Human Resources Assistant. Serves as Human Resources Assistant during his/her absence. Provides personnel support and services to all USDH, USPSC/TCN, and FSNPSC staff. Incumbent also provides services to Institutional Contractors. Assists the HR Assistant in the preparation of budgets, Personal Service Contracts (PSCs) for FSNs, for US and TCNs. He/she drafts correspondence, is the file custodian of the Human Resource office, follows up on personnel issues as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

1. TraiNet Operator

- Checks the forms submitted by the Cognizant Technical Officers (CTOs) to ensure that they are complete, consistent and accurate and that all information is in accordance with the Participant Training ADS Chapters 252 and 253 and the requirements of the training institutions. Assists the participants in completing all other pre-departure instructions. Drafts and types correspondence on participant trainees and prepares correspondence to appropriate Mission, USAID/Washington and the GOC. Responsible for maintaining and updating training information, pamphlets, brochures, etc. Enters all information related to US participants in the TraiNet system at least 14 weeks in advance. Completes all formalities required for processing of the visa under the established J-1 visa and Consulate regulations. Once the training is completed, updates the information in the TraiNet accordingly.
- Collects data on a timely manner for preparation of required reports to USIAD/Washington on In-Country, Third Country and US training on a regular basis. Prepares Directory of Participants together with the details of the program attended, duration, etc. Computes costing and administer preparation of required documents in accordance with ADS Chapters 252 and 253 and other directives issued by AID/Washington from time to time and ensures that costing has been computed correctly, forms are complete, consistent and accurate. Costs are computed on information received from the CTOs on administrative matters, AID regulations and practices, program details, reporting requirements and other information essential to give participants smooth entry into their training programs. Assists in completing various administrative requirements in planning and implementation of participant training programs.
- Takes the lead in the in the preparation of Mission Orders regarding the Participant Training Programs and she/he is responsible for updating said Mission Orders.
- Instructs the Office Chiefs and CTOs on all the requirements of the Participant Training Program in order to assure a smooth implementation of the program. Holds periodic meetings with the CTOs to review status of the Program, identifies bottle necks and problems and offers solutions.

2. Human Resources Clerk

- Serves as back-up to the Human Resources Assistant.
- Serves as back-up Mission liaison with the Embassy Human Resources Office (HRO) on all matters related to Foreign Service National and US/TCN staff.

- Keeps informed of local labor law, practices, policies, and regulations.
- Provides advice and assistance on personnel policies and regulations, such as preparation of Performance Evaluation Reports, Work Objectives, etc. Follows up the due dates list of these activities in order to assure timely compliance by the Supervisors.
- Assists the HRA in administrative activities relating to recruitment and hiring processes: receipt/file of applications, preparation of score sheets, distribution of applications to members of selection committees, scheduling interviews, coordination of security and medical clearances, budget preparation and, elaboration of Personal Services Contract.
- Assists the HRA in maintaining the Mission's Automated Mission Staffing Patterns.
- Assists the HRA in his/her functions as the Mission's Training Officer and serves as alternate Secretary to the Mission's Training Committee.
- Under the supervision of the HRA, is responsible for the international travel arrangements of USDHs and USPCs relating to Home Leave, R&R, Transfer, and Emergency Visitation Travel, Emergency Evacuation, Medical Evacuation, etc. Advises staff of travel regulations, weight allowances, etc.
- Coordinates and/or prepares diplomatic notes with the Human Resources Office in the Embassy regarding arrivals, departures, visas, exonerations, and official carnet and driver's licenses of USDH, USPSC/TCN and Institutional Contractors. For this purpose, maintains close and direct contact with the Embassy HRO staff.
- Serves as the Human Resources Office file custodian.
- Performs all other duties necessary for the achievement of the results as required.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

Completion of High School is required.

b. Prior Work Experience:

Minimum three years of general office experience is required.

d. Language Proficiency:

Language Proficiency: Level IV oral and written English and Spanish is required.

e. Knowledge:

Must have a strong knowledge or the ability to learn and interpret USAID rules and regulations relevant to Participant Training Program and personnel administration. Must have good knowledge of personnel management and of local labor laws. Must have good knowledge or the ability to learn USG Visa regulations related to Participant Training Programs.

f. Abilities and Skills:

Must possess strong analytical, communication and interpersonal skills. Demonstrated ability to establish and maintain effective relationships at all levels within the Mission and with counterparts, implementing partners, and contractors, and with high/middle level officers at the Consular section and the Embassy. Must have a high level of diplomacy and negotiation and persuasion skills. Must be customer service oriented. Must be able to distinguish real from imaginary problems and to be able to respond sympathetically to each and resolve both in timely and positive manner. Must have strong computer and writing skills.

SELECTION CRITERIA

30 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills.

30 points: Sound judgment to identify problems and to make appropriate recommendations for their solutions.

20 points: Work experience demonstrated in handling detailed matters related to visas or jobs with a high component of customer service and accuracy.

20 points: Evidence of strong English/Spanish writing and oral skills. Writing sample may be required of individuals who reach interview stage.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES
SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY
APRIL 22, 2008 AT 4:00 P.M. BOGOTA TIME**

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those that meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English. Those applicants will be contacted and given the procedures for each examination.

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.