



UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT



No. 020

Job vacancy

February 14, 2011

OPEN TO: All Colombian Candidates

POSITION: PARTICIPANT TRAINING COORDINATOR
AND HR CLERK (0011857H2)

OPENING DATE: Monday, February 14, 2011 at 8:00 a.m.
Bogota Time

CLOSING DATE: Tuesday, March 1, 2011 at 4:00 p.m.
Bogotá Time

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-7 Col. Ps. \$31,594,550.00-
Col Ps. \$52,131,002.00

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. cover letter, 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-Vacante". The form may be requested via e-mail at: BogotaHR@usaid.gov

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 Assistant for the Executive Office (EXO).

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 and Personnel Assistant. Serves as HR Assistant and Personnel Assistant during h/her absences. Provides personnel support and services to all USDH, USPSC, DLI, FSN and TCN's staff. Incumbent also provides services to Institutional Contractors. Assists the HR Assistant in the preparation of budgets for Personal Service Contracts, USPSC and TCNs. H/she drafts correspondence, is the file custodian of the Human Resource office, follows up on personnel issues as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work.

These core values are: 1. Customer Focus, 2. Managing for Results, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

1. Human Resources Clerk

- Serves as back-up to the Human Resources Assistant and Personnel Assistant.
- Serves as back-up Mission liaison with the Embassy Human Resources Office (HRO) on all matters related to Foreign Service National and US, USPSC, DLI and 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 Human Resources Assistant and Personal Assistant 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 HR Assistant and Personnel Assistant in maintaining the Mission's Automated Mission Staffing Patterns, WebPass.
- 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 USDH, TCN, DLI and USPCs relating to Home Leave, R&R, Transfer, 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, Off Shore USPSC, TCN, DLI's

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.

2. TraiNet Operator

- Checks the forms submitted by the Cognizant Technical Officers (COTRs) 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.
- Takes the lead 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 COTRs 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.

REQUIRED QUALIFICATIONS:

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

a. Education:

Completion of high school education is required.

b. Prior Work Experience:

Minimum three to five years of general office experience.

d. Language Proficiency:

Level IV in English and Spanish.

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. Incumbent must possess a highly developed multitasking and shifting of priorities skills.

g. Post Entry Training:

USAID personnel policies, rules and regulations. Available USAID training relating to personnel management. On-the-job training on USAID personnel practices and day-to-day work.

POSITION ELEMENTS

a. Supervision Received:

Receives day-to-day supervision from the Human Resources Assistant, who assigns work primarily on a long-range basis. Incumbent is rated according to the level and quality of support provided. Guidance is increasingly less specific in nature as incumbent develops expertise in the function.

b. Available Guidelines:

Appropriate sections of USAID's Automated Directives System (ADS), Mission Orders and other established USAID/Colombia and Agency administrative policies, procedures and regulations. TrainNet operation.

c. Exercise of Judgment:

Sound judgment is required in providing guidance and identifying problems and issues and in making recommendations for their reorientation and when to report the problem, with recommendations, to the HRA.

d. Authority to Make Commitments: None

e. Nature, Level and Purpose of Contacts:

Daily contact with all Mission staff, especially Office Chiefs and COTRs; frequent contact with Embassy Human Resources and Consular staff; eventual contacts with counterparts, implementing partners and contractors, GOC officials (International Cooperation Agencies and Ministry of Labor) and private sector business executives as needed.

f. Supervision Exercised:

This is a non supervisory position.

g. Time Required to Perform Full Range of Duties:

One Year.

SELECTION CRITERIA

20 points: Work experience demonstrated in office administration practices and procedures.

20 points: Evidence of strong English/Spanish writing and oral skills.

30 points: Demonstrated ability to juggle competing demands and prioritize work accordingly.

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

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
MARCH 1, 2011 AT 4:00 P.M. BOGOTA TIME**

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.