



## About

### **Position Title: Human Resources Clerk (All Interested Candidates)**

**Announcement Number:** DaresSalaam-2023-063

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 01/10/2024 - 01/24/2024 Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0305 6

**Salary:** TZS TSh24,989,567 /Per Year

**Work Schedule:** Full-time - 40HRS PER WEEK

**Promotion Potential:** LE-6

**Duty Location(s):** 1 Vacancy in Dar Es Salaam, TZ

**Telework Eligible:** No

**For More Info:** *HR Section*

*022-222-4148*

*usembdarhiring@groups.state.gov*

#### **Overview**

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** All Interested Applicants / All Sources

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type** Permanent

**Appointment Type Details:** 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 Dar es Salaam is seeking eligible and qualified applicants for the position of **HR Clerk** in the **Human Resources Section**.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Occasional Travel

### **Duties**

The position is located in the Human Resources (HR) Office at the front desk and as such, requires the incumbent to be professional to greet and assist all visitors and callers to the office. Incumbent will be the customer service provider for all walk-ins to the HR section as well as answering phone inquiries. Performs or provides assistance with general office support including but not limited to handling paper flow, preparing routine documents, and assuring that information is properly shared between different sub-sections of the HR office. Answers general HR related queries from external visitors and callers, coordinates logistics for official visits and representational events.

### **Administrative Duties: 90%**

- Greets and assists visitors and callers to the HR Office, and escorts visitors as needed. Provides helpful response to customers' queries, either by giving guidance or referring them to other staff within the HR Office.
- Assists the HR Office by receiving, stamping, distributing, controlling and filing HR related documents in the instructed folders. Receives and sends correspondence via Diplomatic Post Office (DPO), Pouch, and FedEx. Assists with logistics for HR meetings, special events, etc. Serves as a travel arranger for HR personnel.
- Orders supplies, maintains inventory, and logs invoices. Arranges servicing of any broken equipment directly with outside vendors and/or through Procurement. Assists with logistical preparations for employee awards program, including but not limited to, ensuring certificates and pins are ordered in advance, preparing certificates, refreshments, etc.
- Drafts simple memoranda, letters, and other HR correspondence for clearance on a high frequent basis.

- Prepares, submits, and follows up on HR requests placed through ARIBA and/or myServices, ensuring that goods and services are received in a timely manner in the section, and keeps the storage room organized.
- Acts as a Subject Matter Expert for the HR section on the use of myServices platform.
- Administers calendar/schedule for the HRO and the HR Specialist. Assists the HRO and the HR Specialist by preparing agenda items for meetings, as needed. Enters and keeps data on HR database. Maintains all subject files and Official Personnel Folders (OPFs) for all Locally Employed (LE) Staff. Maintains LE Staff Warden and Emergency locator databases. Maintains LE Staff data required for various HR reporting purposes. Maintains bulletin boards including office notices and other HR announcements and updates to the HR SharePoint website.
- Assists the American services sub-section with their activities. Maintains and updates arrival/departure lists. Prepares simple diplomatic notes for arrival/departure of U.S. direct hires (USDHs).
- Answers general HR related queries from external visitors and callers, coordinates logistics for official visits and representational events.
- Provides assistance and backup to other HR Assistants. Prepares vacancy announcements for positions in all agencies, contacts shortlisted candidates to arrange for interviews, arranges for medical clearances and appropriate security certifications/clearances for selected candidates, prepares letters to unsuccessful candidates using pre-formatted forms, etc.

**Other Duties: 10%**

- Serves as a main/backup Timekeeper for the entire Embassy and has the overall responsibility and management for post's WinT&A database. Liaises with Financial Services Center, as needed.
- Responsible for creating and running special reports in OPS, ERA, or T&A.

\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency

**Qualifications and Evaluations**

**Requirements:**

EXPERIENCE: Minimum two (2) years of experience in administrative or clerical field is required.

JOB KNOWLEDGE: Basic knowledge of HR functions and host country laws pertaining to personnel functions performed.

**Education Requirements:**

Completion of high school is required.

**Evaluations:****LANGUAGE:**

Good working knowledge (Written/Speaking/Reading) in English is required. ***This may be tested.***

Good working knowledge (Written/Speaking/Reading) in Kiswahili is required. ***This may be tested.***

**SKILLS AND ABILITIES:**

Knowledge of Microsoft Office (Word, Excel, Power point, Outlook, and Internet). Must have excellent customer service and communication skills to manage in-person and telephone contacts. Must be organized, diligent and able to work under pressure. Good interpersonal relationships are required.

**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.

**Diversity Equality and Inclusion Statement:**

The US Mission to Dar es Salaam, Tanzania values a workforce of different backgrounds, cultures, and viewpoints. We strive to create a welcoming environment for all, and we invite applicants from diverse backgrounds to apply.

**Qualifications:**

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

**Benefits and Other Info****Benefits:****Agency Benefits:**

**Benefits:** The U.S. Mission in Tanzania offers compensation package that may include health, separation, and other benefits.

For EFM, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

### **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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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](#).

### **How to Apply** **How to Apply:**

To apply for this position, applicants **MUST** apply electronically via ERA.

For more information, visit this link <https://tz.usembassy.gov/embassy/jobs/>

### **Required Documents:**

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

**All Applicants:**

- Proof Of Citizenship
- High School Certificate
- Residency and/or Work Permit
- Other Documents

**Eligible Family Member Applicants:**

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**Next Steps:**

**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 only via email.

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

**To apply for this job: [CLICK HERE](#)**