



## 1. Position Title: SECRETARY (All Interested Candidates)

**Announcement Number:** DaresSalaam-2022-066

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 09/28/2022 - 10/05/2022 Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0120 6

**Salary:** TZS TSh24,989,567

**Work Schedule:** Full-time - 40 hours a week work schedule

**Promotion Potential:** LE-6

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

### **Summary:**

The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Secretary in the General Services Office.

### **Duties**

#### **(70%) Administrative Support**

- Provides all administrative services assigned by the GSO. Drafts various correspondence, documents, cables, memos, etc. and ensures their proper distribution, delivery, and follow-up. Receives and controls incoming correspondence and communication. Dispatches

outgoing correspondence and reports. Drafts various correspondence, documents, cables, memos, and ensures proper distribution, delivery and/or follow-up. Takes meeting notes. Organizes and maintains the electronic filing system on the GSO Shared drive. Also maintains the GSO Section SharePoint site by ensuring the published information is accurate, complete, and up-to-date. Using information from various Department of State databases, including ILMS, DriveCam, and Win T&A, and RPA, locates and compiles information for various reports and briefings. Summarizes trends and presents the findings to the GSO officers.

- Manages the GSO calendar. Serves as the Travel Arranger for the GSO officers. Coordinates complex domestic and international travel including all logistics, visas, agenda preparations and processing of expenses after each trip or event.
- Tracks and orders office supplies for the section through ILMS/Ariba. Distributes the supplies throughout the GSO section. Manages the Representational supplies for the Front Office.
- Serves as the primary back-up for the Management Officer Assistant. Handles the clearance and release of Management Policies and Notices and Diplomatic Notes. Provides translation and interpretation services.

#### **(20%) Customer Liaison**

- Is the initial coordinator for all visitors to the GSO Section by assigning the contact person for the visitor and ensuring appropriate appointments, programs and/or schedules for the visitor. Enters access requests for visitors and escorts them in the office. Makes conference room reservations. Assists with translation and interpretation services. Maintains the visitors database for the GSO section. Serves as a liaison for embassy personnel with other GSO units, including Shipping, Motor Pool, Travel, Housing, Warehouse and Procurement. Keeps the GSO officers informed on all issues and developments within the embassy operations, and depending upon the importance and/or sensitivity of the matter, decides whether to direct action to a specific office or individual or bring it to the attention of the S/GSO. Coordinates the POV parking program at post.
- Serves as the primary back-up for the GSO Customer Services Representative. Receives telephone and written requests via myServices from other embassy offices, officers, and family members. Follows up on myServices requests as needed.

#### **(10%) Timekeeping**

- Serves as the timekeeper for the entire GSO Section. Compiles, validates, and submits the bi-weekly time and attendance reports. Uses the Win T&A application for data submission. Manages the leave schedule for the entire GSO section.

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

### **Qualifications and Evaluations**

Requirements:

**EXPERIENCE:** Three years of experience in admin assistant/secretarial work is required.

Education Requirements: Completion of 2 years Advanced Secondary School (form VI) is required.

Evaluations:

**LANGUAGE:** Fluent (reading, speaking and writing) in English is required and Fluent (reading, speaking and writing) in Kiswahili is required. (this may be tested)

**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.

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

### **Benefits and Other Info**

Benefits:

Agency Benefits:

Level IV (fluent) (reading, speaking and writing) in English is required and Level IV (fluent) (reading, speaking and writing) in Kiswahili is required.

Required Documents:

In order to qualify based on education, you MUST submit the requested diploma and / or transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.

- Copy of Form VI certificate
- Proof of citizenship
- Other Documents (if any)
- Other Documents 2 (if any)

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## **2. Position Title: Human Resources Assistant (All interested candidates)**

**Announcement Number:** DaresSalaam-2022-067

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 09/28/2022 - 10/05/2022Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0305 8

**Salary:** TZS TSh38,384,127

**Work Schedule:** Full-time - 40 hours a week - work schedule

**Promotion Potential:** LE-8

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

### **Summary:**

The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Human Resources Assistant in the HR Section.

### **Duties**

#### **Strategic Recruitment and Selection 50%**

- Manages the local recruitment and onboarding program. This includes developing strategic recruitment best practices and following policies and guidelines to prepare vacancy announcements, qualifying applicants (forwarding only those qualified to supervisors), facilitating testing and interviewing, consulting with the selecting official on candidates, and managing onboarding processes as appropriate. Uses the Department approved Electronic Recruitment Application as the applicant management tool and ensures compliance with its use. Partners with the selecting official to develop a strategic recruitment plan for the vacancy. Advises selecting official on recruitment standards, hiring preferences and ensures compliance regarding EEO, nepotism, and other prohibitions. Responsible for creating and delivering all communication to applicants.

### **Overseas Personnel System (OPS): 20%**

- Responsible for processing of all types of personnel actions, including employment, within range increases (WRIs), reassignments, extensions, suspensions, leave without pay, grade retentions, resignations, reduction-in-force (RIF), separations, retirements, and correction actions via OPS for all LE Staff.
- Conducts orientation/briefing sessions for new employees and informs them of post's policies. Explains terms and conditions of employment, benefits and allowances.

### **Training: 10%**

- Manages post's training program for LE Staff as per the allocated budget for each fiscal year on courses administered through Foreign Service Institute (FSI) or other various training institutes. Provides assistance with finding relevant courses, schedules and logistical arrangements for workshop participants.

### **Official Residence Expenses (ORE) Staff service: 10%**

- Facilitates hiring of ORE staff of Ambassador/Deputy Chief of Mission/Consul General which includes advertising vacant positions, screening of applications, arranging interviews with hiring officials, and coordinating with Regional Security Office (RSO) for security clearances and medical service provider for medical clearances of selected applicants. Prepares contract/conditions of employment. Provides guidance and advice to the Front Office in relation to their staff employment.

### **Other Administrative Duties: 10%**

- Oversees development and maintenance of all HR information resource files including HR subject matter files and Official Personnel Folders (OPFs). Ensures all OPFs and evaluation folders are properly secured, and that access is limited to authorized personnel. Extracts information from various automated and written files to generate a variety of recurring draft reports and statistical data for the HR section.
- Maintains Mission's staffing pattern, adding/deleting authorized positions, posting all types of action affecting employees in each position, such as new titles, grades, step increases, and due date of WRIs. Makes recommendations in the event that a major staff restructuring is required for a specific section.

**\*Note: This standard job 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 three years of progressively responsible experience in human resources or administrative field is required.
- **Education Requirements:** Completion of two years of general college studies is required.

### **Evaluations:**

**LANGUAGE:** Good working knowledge (Reading/Writing/Speaking) in English is required. Good working knowledge (Reading/Writing/Speaking) in Kiswahili is 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.

### **Qualifications:**

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

## **Benefits and Other Info**

### **Benefits:**

#### **Agency Benefits:**

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

### **Required Documents:**

In order to qualify based on education, you **MUST** submit the requested diploma and / or transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.

- Copy of 2 years College Certificate
- Transcript
- Proof of Citizenship
- Other

- Other 2 (if any)

**APPLY HERE**