



# USAID | NEPAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72036724R10011  
**ISSUANCE DATE:** 07/31/2024  
**CLOSING DATE/TIME:** 08/14/2024 (11:30 PM Nepal time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for **FSN-09 Human Resources Assistant** (under the Local Compensation Plan).

*Note: Previous experience with the USG, USAID, or on a USAID project is NOT required. USAID/Nepal is interested in diversifying its workforce to reflect the diversity of experiences, perspectives, and knowledge that exists across Nepal. USAID/Nepal values all relevant experiences regardless of where they were gained and encourages applicants to highlight in their application any knowledge and skills that adds value to the position advertised.*

*USAID will evaluate all offerors based on the stated evaluation criteria. USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, religion, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.*

**How to apply:** Please follow section IV below for instructions on how to submit the application for this position.

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

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Contracting Officer  
USAID/Nepal

U.S. Agency for International Development Tel: 977-1-4234000  
G.P.O. Box 295 Fax 977-1-4007285  
U.S. Embassy, Maharajgunj <http://nepal.usaid.gov>  
KATHMANDU, NEPAL

आव्हान सङ्ख्या : 72036724R10011

जारी मिति : July 31, 2024

अन्तिम मिति/समय : August 14, 2024 (11:30 PM Nepal time)

विषय : **FSN-09 Human Resources Assistant** (स्थानीय पारिश्रमिक योजनाअन्तर्गत) पदपूर्तिका निम्ति इच्छुक व्यक्तिहरूमा आव्हान ।

नोट : अमेरिकी सरकार, युएसएआईडी अथवा युएसएआईडीको कुनै परियोजनासँगको पूर्व अनुभव अनिवार्य छैन । युएसएआईडी-नेपाल नेपालभर रहेका अनुभवहरू, दृष्टिकोणहरू र ज्ञानको विविधता प्रतिबिम्बित हुने गरी आफ्नो जनशक्तिको विविधीकरण गर्न इच्छुक रहेको छ । युएसएआईडी-नेपालले जहाँसुकै हासिल गरिएका भए पनि सबै सान्दर्भिक अनुभवहरूलाई महत्त्व दिन्छ र विज्ञापन गरिएको पदको मूल्याङ्कन बढाउने कुनै पनि ज्ञान वा सीपमाथि आफ्नो आवेदनमा जोड दिन आवेदकहरूलाई प्रोत्साहित गर्दछ ।

युएसएआईडीले सबै प्रस्तावकहरूको मूल्याङ्कन उल्लिखित मूल्याङ्कन मापदण्डका आधारमा गर्नेछ । युएसएआईडी-नेपाल समान अवसरदायक रोजगारदाता हो जुन नेपाली समाजको सामाजिक तथा जातीय विविधता प्रतिबिम्बित गर्ने कर्मचारी संरचना निर्माणप्रति प्रतिबद्ध छ । हामी सामाजिक समावेशीकरण र विविधताले उत्कृष्टतामा योगदान पुऱ्याउँछ भन्ने विश्वास गर्दछौं । युएसएआईडी-नेपालले कर्मचारी भर्तीसम्बन्धी निर्णयहरू लिङ्ग, लैङ्गिक पहिचान, जात, वर्ण, जातीयता, धर्म, अपाङ्गता, वैवाहिक हैसियत, उमेर (४० वर्षमाथि भएमा) वा यौनिक झुकावको परवाहबिना गर्दछ । हामी सबै पृष्ठभूमिका व्यक्तिहरूलाई आवेदन दिन प्रोत्साहित गर्दछौं ।

सम्भावित प्रस्तावकहरू,

अमेरिकी सरकारको प्रतिनिधित्व गर्दै अमेरिकी अन्तर्राष्ट्रिय विकास नियोग (युएसएआईडी) यस आव्हानमा प्रस्तुत विवरणबमोजिम करारअन्तर्गत व्यक्तिगत सेवा प्रदान गर्ने योग्य व्यक्तिहरूबाट प्रस्तावको माग गर्दछ ।

प्रस्तावहरू अनिवार्य रूपमा यस आव्हानको Attachment 1 अनुरूप हुनुपर्दछ । अपूर्ण वा हस्ताक्षर नगरिएका प्रस्तावउपर विचार गरिनेछैन । प्रस्तावकहरूले आफ्ना रेकर्डका निम्ति सम्पूर्ण प्रस्ताव सामग्रीका प्रति आफूसँग राख्नुपर्दछ ।

यस आव्हानले व्यक्तिगत सेवा करार (PSC) प्रदान गर्न युएसएआईडीलाई कुनै पनि किसिमले बाध्य गर्दैन न त प्रस्तावहरू तयार र पेस गर्दा सिर्जित कुनै खर्च बेहोर्न युएसएआईडीलाई वचनबद्ध नै गर्दछ ।

कुनै जिज्ञासा भएमा Attachment 1 मा तोकिए अनुसारको सम्पर्क बिन्दुमा लिखित रूपमा पठाउनु पर्नेछ ।

भवदीय,

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अनुबन्धन अधिकारी  
युएसएआईडी-नेपाल

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72036724R10011
2. **ISSUANCE DATE:** 07/31/2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 08/14/2024 (11:30 PM Nepal time)
4. **POINT OF CONTACT:** USAID/Nepal HR office, email at [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)
5. **POSITION TITLE:** FSN-09 Human Resources Assistant
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** Final compensation will be negotiated within the market value for the position equivalent to **FSN-09** level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of U.S. Embassy-USAID/Nepal. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation.
8. **PERIOD OF PERFORMANCE:** Estimated to start o/a December 2024, through o/a December 2029 (depending on the security clearance process)

*Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.*

9. **PLACE OF PERFORMANCE:** Kathmandu, Nepal with possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** All interesting candidates - Cooperating Country Nationals (CCNs)  
*AIDAR, Appendix J. 1 (b) Definitions:*  
(6) "Cooperating country" means the country in which the employing USAID Mission is located.  
(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
11. **SECURITY LEVEL REQUIRED:** Facility and computer access.

**12. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

The Human Resources Assistant reports to the Human Resources Management Specialist. The job holder provides Human Resources support to all offices and assures the smooth operation of the Human Resources Office. The job holder assists the Human Resources Specialist in performing a wide range of responsibilities to include recruitment; preparation of Personal Services Contract, negotiation memo, Personnel Actions, Travel Authorization for official international travels; Performance Management Program for Foreign Service National employees; and managing mission training needs. The job holder serves as the primary point of contact on FSN position classification in MClass, assists and guides requesting offices to prepare FSN position classification packets to go to the Regional Human Resources Support Unit (HRSUs) for classification. The job holder is also responsible for maintaining and up keeping personnel files and various personnel databases.

**2. Statement of Duties to be Performed.**

The Major Duties and Responsibilities include:

**i) Personnel Management**

**70%**

**a. FSN Position Classification**

Shares responsibilities with the HR Specialist to process classification of existing and new FSN positions. Conducts job discussion/analysis and assists requesting offices to prepare position classification/reclassification packets to go to Regional Human Resources Support Unit. Advises on FSN classification system and procedures. Updates/maintains position descriptions, organization charts and job evaluation documents.

**b. Recruitment**

Drafts LES vacancy announcements and arranging dissemination through email, websites and /or local newspapers. Screens applications against qualification requirements of the position, and sends qualified applications to recruitment panel, schedules interviews, conducts written test and participates in interviews and provides necessary guidance to the selection committee members. Processes pre-employment medical and security clearances for the selected candidates. Provides orientation to the new employees.

**c. Contracting**

Negotiates and prepares FSNPSC contract. Follows AIDAR, ADS 309 and relevant PSC contracting policy directives in preparing contracts. Prepares contract modifications for all PSCs and maintains records of all contract-related information both electronically and in personnel files.

**d. Performance Management Program**

Administers the Performance Management Program for FSNs. Provides guidance on Performance Management System to supervisors and employees. Maintains and keeps track of employees' performance evaluation cycle. Forwards Employee Performance Report (EPR) and Work Development Plan (WDP) forms for all employees to their supervisors for timely completion. If required, works closely with the supervisors to prepare a Performance Improvement Plan (PIP).

**e. Personnel Actions**

Prepares and processes personal actions such as Appointment, Within Grade Increase, Promotion, Retirement, Resignation and Children Allowance Actions. Prepares arrival departure notice for all incoming and outgoing USDH personnel, transfer and education allowances, emergency locator cards, security clearance papers.

**f. Personnel Files**

Creates and maintains personnel files for all USAID/Nepal employees in hard copy as well as in ASIST Documentum.

**g. Staffing Pattern/Organization Chart**

Updates staffing pattern in excel sheet and OPS (Overseas Personnel System) as and when required. Reviews OBO data fields by accessing EAPS to ensure that the personnel data is correctly recorded. Updates and prepares data for annual USAID Personnel Data Certification. Coordinates org chart review and updates as per approved staffing and reporting mechanism.

**ii) Training, Awards and Other**

**30%**

**h. Travel**

Serves as the back-up and alternate travel arranger for the mission, prepares and processes travel authorizations in e2 system or in paper for all international official travel, including Invitation Travel that is being performed using USG funds by other than USG employees. Advises mission employees on travel related issues, rules and regulations and deals effectively with the concerned offices/employees and the travel office. Responsible for enrollment of FSN employees in HAC Insurance before traveling on official business.

**i. Training**

Prepares reports of training completed by each employee to be reviewed by the Professional Development Committee at its annual meeting. Together with the HR Specialist, reviews all FSN performance evaluation (EPR) with emphasis on WDP section 4 "Development Activities" and on training listed in the IDP. Research on available training opportunities in USAID University,

in-country and international locations and informs and guides employees on training request procedures and logistics.

**j. Awards**

Assists HR Specialist in coordinating the submission of Award nomination to the Mission Award Program. Prepares and processes Extra Mile, High Spirit, and Certificate of Appreciation Certificate for presentation during USAID all hands meeting and other special occasions.

**k. Medical and Life Insurance**

Coordinates and liaises with the Embassy HR and Insurance Company to enroll FSNs in and Medical and Life Insurance Plan for FSNs. Coordinates with the insurance company to resolve issues related to claims submitted by the employees. Informs insurance company of inclusion/deletion of new hire, dependents and separation of FSNs. Prepares and provides quarterly on board FSN reports to the Embassy HR and GSO for FSN life and medical insurance plan.

**l. USAID/Nepal Internship Program.**

Shares responsibility with HR Specialist in planning, recruiting and administering USAID/Nepal internship program for disadvantaged groups. Coordinates with all requesting offices on recruitment effort, serves as HR representative in recruitment panels and provides guidance to the selection panel. Follows through on the successful implementation of the nine months internship program ensuring program effectiveness and success. Works with HR specialists in coordinating monthly progress meetings and on-going coaching to mentors and interns. Sets-up in-house or external training events for interns as per their individual needs i.e. computer training and English language training courses.

**3. Supervisory Relationship**

The job holder will work under the supervision of Senior HR Specialist or designee and perform routine duties independently, referring only the complex matters to the supervisor for guidance.

**4. Supervisory Controls**

The job holder may be asked to supervise EXO intern when on board.

**13. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. Education:** A Bachelor's degree in Human resources management, Business Administration/Management, Social Sciences, or a related field is required.
- b. Prior Work Experience:** At least 3 years of progressively responsible experience in Human Resources Management or closely related field in an international organization, Government of Nepal or business organization is required. The job holder must have a proven track record of working effectively and collaboratively on diverse teams. Demonstrated ability to work respectfully with colleagues and peers of diverse backgrounds and opinions. The job holder must be able to explain how they implemented and/or participated in activities that advanced equity, inclusion, and diversity in their place of work.
- c. Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English and Nepali is required.
- d. Job Knowledge:**  
A thorough knowledge of local labor laws as well as prevailing customs and practices as they apply to compensation and employment. A thorough working knowledge of the FSN position classification system must be developed quickly through training and orientation. Excellent understanding and knowledge on Travel and Transportation issues and related rules and regulations. The job holder will be expected to develop through training and orientation an in-depth knowledge and understanding of all aspects of personnel administration and processes in USAID. The job holder must be able to demonstrate knowledge and understanding of the terms diversity, equity, and inclusion.
- e. Skills and Abilities:** Excellent interpersonal and communication skills. The job holder must be able to work under pressure to meet deadlines and priorities. An ability to learn and understand HR process requirements quickly will be required.

Demonstrated team-work and effective customer service skills are required. Good mathematical skills in computing budget estimates related to personal services contracts, retirement benefits, and calculating other ratios like the promotion rate, employee turnover rate will be required. The job holder must have a good computer skill in using Word, Excel that are essential for effective job performance in the HR unit.

The job holder is expected to effectively apply principles of equity, diversity, and inclusion within all aspects of their work, including within USAID/Nepal, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships, with the objective of bringing in the various perspectives and voices of the diverse populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development.

**A good knowledge of Nepali work culture, language and Nepal development issues and context is required so as to be able to communicate effectively and work collaboratively with stakeholders at the local levels.**

**III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee (TEC) may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

**1. Work Experience/20points:**

Demonstrated experience in human resource management and/or administrative functions, to include personnel planning, analysis, budgeting, operating procedures, contracting, procurement and/or logistics and any combination thereof. Also, payroll processing and staff onboarding logistics.

**2. Job Knowledge/40 points:**

Knowledge of concepts, techniques and practices of Human Resources Development and Personnel Management along with a working knowledge of human resource development context of Nepal and local employment terms and conditions and labor laws.

**3. Skills and Abilities/40 points:**

- Ability to provide effective leadership and appropriate counseling to employees seeking assistance.
- Ability to manage competing priorities and work under pressure.
- A capacity to inspire confidence of both local employees and U.S. personnel at all levels to facilitate effective working relationships and effective customer services.
- Ability to develop creative approaches to dealing with problems or matters for which there is little precedent.
- Skills and ability to handle sensitive personnel issues and concerns tactfully and diplomatically, while maintaining confidentiality and trust.
- Computer skills in using Google documents, spreadsheets, and PowerPoint, including the ability to obtain, analyze, and evaluate a variety of data, and to organize and present information to others is required.
- Ability to promote a work environment that fosters respect for each other by contributing towards fair and equal treatment to all staff and through maintaining open communications.

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**TOTAL: 100 points**

**Reference check (Pass/Fail)**

Negotiations will be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

#### **IV. SUBMITTING AN OFFER**

As part of the application process, we invite applicants to complete a skills test and submit a resume or CV using a single online portal. Applicants need to make sure their resume or CV is ready to upload prior to starting the test.

Please see the instructions below on preparation for the test:

- Applicants should make sure they have a good internet connection. Applicants should also check their device/laptop to ensure the video setting is enabled before starting the application and test.
- In addition to completing the test, applicants should be ready to upload their resume or CV not to exceed three (3) pages that includes a list of their three most recent professional references. As part of the test, applicants will be prompted when it is time to upload their resume or CV.
- **Applicants need to click the link [here](#) to set up their user account using their email address.**
- Once applicants have created their user accounts, a test link will be sent to their email addresses, after which time they can start their test and application for the job making sure to complete their test before the posted deadline set forth in this solicitation. Applicants should review the test instructions displayed on the welcome page very carefully before starting the test, and again, ensuring their resume or CV is ready for upload once prompted.
- After completing each section of the test, applicants can move to the next section. Applicants may pause the test to take a break once you have completed individual sections of the test; however, they cannot pause in the middle of a particular section of the test once it starts. It is recommended that you try and take the test in one session, if possible, which will take approximately 110 minutes.

Once applicants have completed their assignment and uploaded their resume, they can log off the system.

***Applicants must take the test by the solicitation closing date and time specified in section I, item 3.***

**Please also note that candidates are expected to maintain integrity and honesty throughout the test – if discovered otherwise, the respective candidate will be disqualified at that point from further consideration for the position.**

All applicants who are shortlisted to move forward to the next stage of this recruitment will be contacted by USAID/Nepal HR through your email address.

Applicants are requested to monitor their inbox (including spam folder) for any follow-on messages regarding this recruitment from USAIDNepalHR@usaid.gov

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

- a. Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the forms required to obtain medical and security clearances.
- b. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** – Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

#### **VI. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate employment forms.

#### **VII. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**BENEFITS:**

- Health Insurance Coverage for the selected candidate and immediate family members.
- Variable Contribution Fund (18.33% of the annual base salary)- Employer.
- Annual Bonus payment (1/12 of annual base salary).

**ALLOWANCES:**

- Miscellaneous allowance NRs. 68,000 annually

**VIII. TAXES**

Local Employed Staff are responsible for paying local income taxes.

**IX. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC and TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. <b>R497</b> ] - Accounting Info: <b>[USAID/Nepal funding]</b>	1	LOT	\$ _TBD_____	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

- **AAPD 21-04 Revision 3** - Executive Order 14042 on ensuring adequate COVID-19 Safety Protocols for Federal Awards - June 6, 2022

*AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.*

*AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts*

*AAPD No. 21-04, ATTACHMENT 6: Overview of Applicability of FAR 52.223-99*

- **AAPD 21-01** - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021
- **AAPD 20-08** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
- **AAPD 06-08** AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006



- **AAPD 03-11** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03
- 4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, disability, marital status, age, or sexual orientation. Diversity, equity, inclusion, and accessibility are among USAID’s core values. We welcome candidates of all backgrounds to apply and highlight in their applications their own diverse backgrounds and experiences that contribute to a more vibrant, dynamic, and inclusive workplace.*

**Position Description**  
**Human Resources Assistant, CCNPSC-FSN-09**  
**USAID/Executive Office**

**BASIC FUNCTION OF THE POSITION:**

The Human Resources Assistant reports to the Human Resources Management Specialist. The job holder provides Human Resources support to all offices and assures the smooth operation of the Human Resources Office. The job holder assists the Human Resources Specialist in performing a wide range of responsibilities to include recruitment; preparation of Personal Services Contract, negotiation memo, Personnel Actions, Travel Authorization for official international travels; Performance Management Program for Foreign Service National employees; and managing mission training needs. The job holder serves as the primary point of contact on FSN position classification in MClass, assists and guides requesting offices to prepare FSN position classification packets to go to the Regional Human Resources Support Unit (HRSUs) for classification. The job holder is also responsible for maintaining and up keeping personnel files and various personnel databases.

**MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)**

**i) Personnel Management**

**70%**

**a. FSN Position Classification**

Shares responsibilities with the HR Specialist to process classification of existing and new FSN positions. Conducts job discussion/analysis and assists requesting offices to prepare position classification/reclassification packets to go to Regional Human Resources Support Unit. Advises on FSN classification system and procedures. Updates/maintains position descriptions, organization charts and job evaluation documents.

**b. Recruitment**

Drafts LES vacancy announcements and arranging dissemination through email, websites and /or local newspapers. Screens applications against qualification requirements of the position, and sends qualified applications to recruitment panel, schedules interviews, conducts written test and participates in interviews and provides necessary guidance to the selection committee members. Processes pre-employment medical and security clearances for the selected candidates. Provides orientation to the new employees.

**c. Contracting**

Negotiates and prepares FSNPSC contract. Follows AIDAR, ADS 309 and relevant PSC contracting policy directives in preparing contracts. Prepares contract modifications for all PSCs and maintains records of all contract-related information both electronically and in personnel files.

**d. Performance Management Program**

Administers the Performance Management Program for FSNs. Provides guidance on Performance Management System to supervisors and employees. Maintains and keeps track of employees' performance evaluation cycle. Forwards Employee Performance Report (EPR) and Work Development Plan (WDP) forms for all employees to their supervisors for timely completion. If required, works closely with the supervisors to prepare a Performance Improvement Plan (PIP).

**e. Personnel Actions**

Prepares and processes personal actions such as Appointment, Within Grade Increase, Promotion, Retirement, Resignation and Children Allowance Actions. Prepares arrival departure notice for all incoming and outgoing USDH personnel, transfer and education allowances, emergency locator cards, security clearance papers.

**f. Personnel Files**

Creates and maintains personnel files for all USAID/Nepal employees in hard copy as well as in ASIST Documentum.

**g. Staffing Pattern/Organization Chart**

Updates staffing pattern in excel sheet and OPS (Overseas Personnel System) as and when required. Reviews OBO data fields by accessing EAPS to ensure that the personnel data is correctly recorded. Updates and prepares data for annual USAID Personnel Data Certification. Coordinates org chart review and updates as per approved staffing and reporting mechanism.

ii) **Training, Awards and Other**

30%

h. **Travel**

Serves as the back-up and alternate travel arranger for the mission, prepares and processes travel authorizations in e2 system or in paper for all international official travel, including Invitation Travel that is being performed using USG funds by other than USG employees. Advises mission employees on travel related issues, rules and regulations and deals effectively with the concerned offices/employees and the travel office. Responsible for enrollment of FSN employees in HAC Insurance before traveling on official business.

i. **Training**

Prepares reports of training completed by each employee to be reviewed by the Professional Development Committee at its annual meeting. Together with the HR Specialist, reviews all FSN performance evaluation (EPR) with emphasis on WDP section 4 "Development Activities" and on training listed in the IDP. Research on available training opportunities in USAID University, in-country and international locations and informs and guides employees on training request procedures and logistics.

j. **Awards**

Assists HR Specialist in coordinating the submission of Award nomination to the Mission Award Program. Prepares and processes Extra Mile, High Spirit, and Certificate of Appreciation Certificate for presentation during USAID all hands meeting and other special occasions.

k. **Medical and Life Insurance**

Coordinates and liaises with the Embassy HR and Insurance Company to enroll FSNs in and Medical and Life Insurance Plan for FSNs. Coordinates with the insurance company to resolve issues related to claims submitted by the employees. Informs insurance company of inclusion/deletion of new hire, dependents and separation of FSNs. Prepares and provides quarterly on board FSN reports to the Embassy HR and GSO for FSN life and medical insurance plan.

l. **USAID/Nepal Internship Program.**

Shares responsibility with HR Specialist in planning, recruiting and administering USAID/Nepal internship program for disadvantaged groups. Coordinates with all requesting offices on recruitment effort, serves as HR representative in recruitment panels and provides guidance to the selection panel. Follows through on the successful implementation of the nine months internship program ensuring program effectiveness and success. Works with HR specialists in coordinating monthly progress meetings and on-going coaching to mentors and interns. Sets-up in-house or external training events for interns as per their individual needs i.e. computer training and English language training courses.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. **Education:** A Bachelor's degree in Human resources management, Business Administration/Management, Social Sciences, or a related field is required.
- b. **Prior Work Experience:** At least 3 years of progressively responsible experience in Human Resources Management or closely related field in an international organization, Government of Nepal or business organization is required. The job holder must have a proven track record of working effectively and collaboratively on diverse teams. Demonstrated ability to work respectfully with colleagues and peers of diverse backgrounds and opinions. The job holder must be able to explain how they implemented and/or participated in activities that advanced equity, inclusion, and diversity in their place of work.
- c. **Post Entry Training:** Specific knowledge of USAID policies, procedures, and systems for Personnel Administration. Training in the USG position classification program, GLAAS and e2 system will be provided. The job holder will be provided orientation on USAID's Diversity and Inclusion Strategy and will be expected to promote workforce diversity and inclusion in his/her work.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- d. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English and Nepali is required.
- e. **Job Knowledge:** A thorough knowledge of local labor laws as well as prevailing customs and practices as they apply to compensation and employment. A thorough working knowledge of the FSN position classification system must be developed quickly through

training and orientation. Excellent understanding and knowledge on Travel and Transportation issues and related rules and regulations. The job holder will be expected to develop through training and orientation an in-depth knowledge and understanding of all aspects of personnel administration and processes in USAID. The job holder must be able to demonstrate knowledge and understanding of the terms diversity, equity, and inclusion.

f. **Skills and Abilities:**

Excellent interpersonal and communication skills. The job holder must be able to work under pressure to meet deadlines and priorities. An ability to learn and understand HR process requirements quickly will be required. Demonstrated team-work and effective customer service skills are required. Good mathematical skills in computing budget estimates related to personal services contracts, retirement benefits, and calculating other ratios like the promotion rate, employee turnover rate will be required. The job holder must have a good computer skill in using Word, Excel that are essential for effective job performance in the HR unit.

The job holder is expected to effectively apply principles of equity, diversity, and inclusion within all aspects of their work, including within USAID/Nepal, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships, with the objective of bringing in the various perspectives and voices of the diverse populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development.

**POSITION ELEMENTS:**

- a. **Supervision Received:** The job holder will work under the supervision of Senior HR Specialist or designee and perform routine duties independently, referring only the complex matters to the supervisor for guidance.
- b. **Supervision Exercised:** The job holder may be asked to supervise EXO intern when on board.
- c. **Available Guidelines:** An initial orientation on roles and responsibilities will be provided, including any relevant training on human resources management, position classification, travel etc. Further guidance and orientation will be provided through on the job coaching and weekly staff meetings to ensure that responsibilities are being carried out and to modify roles and responsibilities as required. The job holder will review and understand ADS policy, AIDAR, FAM, Mission Notices, Mission Orders, Standardized Regulations, FSN Handbook, Joint Local Compensation Plan and FSN Personnel Management handbook etc.
- d. **Exercise of Judgment:** Sound judgment is required in all areas of personnel work and in dealing with team members, mission employees and all external and internal clients and preparation of periodic report.
- e. **Authority to Make Commitments:** The job holder will have no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government or the USAID Mission. Within the areas of responsibilities, the job holder is expected to present information and recommendation for the final interpretation and approval of the Executive Officer.
- f. **Nature, Level, and Purpose of Contacts:** All employees of USAID/Nepal Mission as well as counterparts (STATE ADM/HR & USAID/W, HCTM).
- g. **Time Expected to Reach Full Performance Level:** One year.