

Vacancy - USAID

HUMAN RESOURCES ASSISTANT

The United States Agency for International Development (**USAID**) in Sri Lanka/Maldives seeks suitable candidates for the position as Human Resources Assistant. The Human Resources (HR) Assistant is a member of the Executive Office (EXO) HR team and is responsible for providing Human Resource Management support to the USAID Mission.

The HR Assistant provides clerical, administrative, and technical support for the Mission to all levels of USDH (U.S. Direct Hires), Cooperating Country National Personal Services Contractors (CCNPSC), Offshore and Resident-Hire U.S. Personal Services Contractors (USPSC) and Third Country Nationals Personal Services Contractors (TCNPSC). The job holder's responsibilities will include preparing position classification, recruitment, contract management, new employee orientation, and official personnel/contract files management. In addition, the job holder will be expected to regularly update the position and personnel data in the Mission personnel management system etc., coordinating and managing USAID incentive and On-the-Spot Award Programs, and supporting the arrival, travel, visa and accreditation, and departure processes. The job holder prepares and submits periodic staffing patterns and staffing numbers to the U.S. Embassy and USAID Mission management as needed. The Human Resources Assistant reports to the HR Specialist (or the Executive Officer in lieu of HR Specialist) and serves as a backup for other HR staff, as needed.

Remuneration for this position will be between USD 9,807/- to USD 16,372/- per annum (plus allowances as per the Mission Compensation Plan)

Please visit our website <http://www.usaid.gov/sri-lanka/careers> for detailed information on the vacancy announcement and on how to submit your individual application packet.

All applications must be submitted via e-mail to hrcolombo@usaid.gov. Before you continue with the application process, please carefully read the instructions available on our website.

Your application should reach us **on or before March 27, 2023, at 05.30 p.m. Sri Lanka time**. Please note, only shortlisted candidates will be contacted.