



USAID/West Africa is looking for a qualified Ghanaian National for the position of **Human Resource Assistant**. Under the supervision of the Human Resource Specialist, the incumbent performs a wide variety of Human resource functions for employees of USAID Ghana and West Africa

MAJOR DUTIES AND RESPONSIBILITIES (including but not limited to):

1. Assisting in the recruitment and appointment of local employees, processing of incoming and outgoing employees and preparation of all types of personnel actions.
2. Administration of arrival/departure formalities and all other personnel related issues for assigned Americans and Third Country National personnel.
3. Assists the HR Specialist and Training Coordinator in coordinating and processing training and awards for Mission Staff.

(Please contact acpersonnel@usaid.gov or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description).

Education & Prior Work Experience: Diploma in Business Administration, Public Administration or a related field is required, a university degree is preferred. A minimum of three years experience in personnel administration or related field is required.

Skills and abilities: The position requires strong communication, interpersonal and IT skills. The successful candidate must be able to work with people from different cultures and possess considerable initiative and resourcefulness to deal with various personnel issues.

Salary Range: GH¢ 9,749 – 14, 619 per annum (depending on qualification and experience) with possible progression through (GH¢ 10,822 - 16,232) depending on performance.

Interested individuals should submit covering letter and curriculum vitae with 3 contactable references to:

HUMAN RESOURCE ASSISTANT

USAID/West Africa

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: acpersonnel@usaid.gov

CLOSING DATE: January 7, 2010

(Please note that only short-listed applicants will be contacted)