



B.P. 1927
Conakry, Guinea
West Africa

United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

OPEN TO: All Interested Candidates
POSITION: **Human Resources Specialist**
OPENING DATE: Monday, October 11, 2021
CLOSING DATE: Sunday, October 24, 2021
BASIC SALARY RANGE: **GNF 164,995,626 to GNF 247,493,483 per annum**
CONTRACT TYPE: Locally Hired Personal Services Contract (LHPSC)
WORK HOURS: 40 hours/week

The US Peace Corps is seeking an individual for the position of **HUMAN RESOURCES SPECIALIST (HRS)**

Under the direct supervision of the Director of Management and Operations (DMO) the Human Resources Specialist (HRS) is responsible for coordinating all aspects of Human Resources management for Peace Corps/Guinea (PCG). The incumbent is responsible for timely recruitment and on-boarding of new staff; developing, monitoring, and ensuring implementation of human resource policies, systems and procedures; providing technical support for staff development; as well as insuring compliance with PC policy while respecting local labor laws.

MINIMUM QUALIFICATIONS

- **Education:** A Bachelor's degree in Human Resources Management, Finance, Business Administration, or any closely related field.
- **Experience:** A minimum of 3 years' progressively responsible professional experience in Human Resources management.
- **Language:** Fluent (written and spoken) in both, French and English.
- **Computer skills:** Good level in Microsoft office.

The complete vacancy announcement, with the Statement of Work and the guidance on how to apply, can be found at <https://www.peacecorps.gov/guinea/contracts-and-vacancies/> or on the US Embassy website <https://gn.usembassy.gov/jobs/>

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