



**Human Resources Assistant ( Main Timekeeper)**  
**Vacancy Announcement: KIGALI-2021-024**

The Embassy of the United States of America in Kigali is recruiting for two positions of **Human Resources Assistant (Main Timekeeper)**. The positions are open to All Interested Candidates/All Sources and available to start immediately.

Duties: Under the direct supervision of the Human Resources Specialist and the general supervision of the Human Resources Officer, the incumbent serves as the Mission's expert on Time and Attendance and primary point of contact with the Global Financial Services Center (GFSC) in Charleston and Bangkok on timekeeping for U.S. Direct Hires (USDH), Eligible Family Members (EFMs), Members of Household (MOHs) and Locally Employed (LE) Staff of all agencies. The employee manages payments to the Local Social Security System, Local tax withholdings, Workers' compensation claims processing, and the LE Staff Performance Management program for the Mission. Position is also responsible for creating personnel actions in partnership with the HR Assistant and assists the HR Assistant on recruitment actions.

All applications must be submitted via Electronic Recruitment Application (ERA) by October 8, 2021.

Full announcement and application procedures are available on <https://rw.usembassy.gov/embassy/jobs/>

Only shortlisted candidates will be contacted. If you have any questions, please contact the Human Resources Office on [KigaliHRRecruitment@state.gov](mailto:KigaliHRRecruitment@state.gov)