Electronic Recruitment Application (ERA) Implementation

The Human Resources Office is pleased to announce that in accordance with Washington’s GTM/OE (Human Resources Office of Overseas Employment) recruitment policy post will be using the Electronic Recruitment Application (ERA) starting June 2022.

Briefly, ERA is an electronic recruitment application management system powered by Monster.com, which will automate the recruitment process in all Posts overseas. It allows HR professionals the ability to easily identify quality candidates from a large pool of online applicants. ERA eliminates the need for paper-based activities, streamlines recruitment workflows, complies with GTM/OE policies, and protects sensitive information.

What is changing?

- ALL vacancy announcements will be posted automatically;
- ALL applicants MUST apply using the internet;
- The new system makes communication with the applicant more efficient;
- The new system and process will bring more standardization to the recruitment process, increasing efficiency and speeding up the review process;
- The new system and process will rank applicants using position - specific questions related to the major duties of the position and the eight qualities of overseas employees (attached);

What is staying the same?

- Job announcements will be posted on the U.S. Embassy's website, Twitter and Facebook account as well as other external (our recruitment partners) websites and platforms such as IWACU, Intercontact Services, INFINITY GROUP, etc.
- USAID continues to use the manual application process. At this time, applicants for USAID job vacancies will not be processed on the ERA system.
- The HR team will collaborate with the supervisor/selecting official to find qualified candidates.

Where can I get more information?

For any immediate questions or concerns related to this new recruitment process, please contact the Human Resources Department at the following email address: BujumburaERA@state.gov or call (+257) 22 20 72 18. Other information on the ERA platform will be published or can be consulted on the Embassy's website: https://bi.usembassy.gov/embassy/jobs/, on its Facebook accounts: https://www.facebook.com/usembassy.bujumbura, Twitter: https://twitter.com/US_Emb_Burundi/status/1437688189339250690 and the websites and platforms of our partners listed above.