



HUMAN RESOURCES ASSISTANT

The U.S. Consulate General Melbourne is seeking an individual for the position of Human Resources Assistant in the Management Section.

Salary: A\$71,819 p.a. pro-rata + superannuation benefits

Hours: Full time, 40hrs/week.

For further information and the selection criteria please refer to the [Duties and Responsibilities Statement](#).

Forward application letter, response to the selection criteria and resume to the Management Office U.S. Consulate General, 553 St Kilda Road, Melbourne, VIC 3004 by
APRIL 5, 2013.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

**POSITION TITLE:
HUMAN RESOURCES ASSISTANT**

**POSITION GRADE LE- 8
(STARTING SALARY A\$71,819
PRO-RATA)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Human Resources Assistant manages all human resources duties at post in coordination with RHRO, Canberra. These duties include Locally Employed Staff (LES) recruitment, LES performance management, advice on and submission of Official Residence Expenditure claims, arrival/departure processing for American employees, medical correspondence and the maintenance of all personnel files. The incumbent is the alternate timekeeper for each agency at post and is the supervisor of posts local student intern program and U.S. student intern program, as well as the When Actually Employed (WAE) casual staff program.

The incumbent also acts as the Alternate Class B Cashier, responsible for a US\$5,000 advance.

Major Duties and Responsibilities

HUMAN RESOURCES

60%

LOCALLY EMPLOYED STAFF

Recruitment

In conjunction with RHRO Canberra, incumbent prepares and distributes vacancy announcements, receives and screens applications, schedules interviews and prepares and administers applicable tests and notifies unsuccessful candidates. The incumbent drafts and distributes offers of employment, drafts personnel actions in web pass, organizes medical examination authorizations and ensures all employment forms, security and medical checks are completed prior to hiring. The position is also responsible for conducting orientation and induction for all new hires (which includes security briefing with FSNI) and ensures all new hires complete mandatory ethics training. Ensures all new employees are briefed on the conditions of their employment established in the official employee handbook.

Performance Management

Incumbent is responsible for monitoring employee evaluations and sends out performance evaluation report reminders and reviews performance evaluation reports for accuracy. The incumbent is also required to draft the appropriate personnel action in web pass for RHRO approval and follows up on any outstanding or incomplete evaluations. The position is responsible for assisting RHRO with the management of Melbourne's award program and organizes award ceremonies.

General HR

The incumbent provides advice to LE employees on the regulations governing their employment and benefits. This includes but is not limited to providing employees with general information on salary sacrificing, superannuation benefits and entitlements, tax-withholding obligations and advice on grievance procedures. The incumbent also assists with training and development needs of LE employees and assists with FSI registration. The incumbent organizes checkout packages for all staff prior to departure and notifies DFAT of all LE staff arrivals and departures. The position is also responsible for ensuring all employees required to drive have up to date medical examination clearances.

AMERICAN PERSONNEL - State

The position facilitates arrival and departure processing of all American personnel and drafts official travel messages through web pass reporting arrival, home leave and departure. The incumbent provides detailed check-in and check-out packages to American personnel and liaises with the Department of Foreign Affairs and Trade on protocol matters and diplomatic procedures. The incumbent provides advice and assistance on human resources issues including retirement, leave, savings/allotments, insurance and direct deposit.

Medical

The incumbent also prepares medical correspondence and forms, liaises with the Post Medical Advisor and makes examination appointments as required and informs the Post Medical Advisor of changes in Foreign Service medical test requirements. The position also provides advice to American personnel and their families on medical entitlements, health-related issues, hospitalization procedures, EVT procedures and medical clearances. The position is responsible for drafting official cables requesting fiscal data to cover medical examinations and emergency evacuations/visitation.

Education

The incumbent provides advice to incoming personnel on schooling and Melbourne's education system and assists with the enrolment of dependents. This involves maintaining contacts at key educational institutions within the Melbourne city area and ensuring knowledge of the Victorian Education System is current and relevant. In instances where an officers dependents fall under the Away from Post Education Allowance the incumbent is responsible for providing assistance in liaising directly with the international school and arranging approved educational travel through the E2 travel system.

EFM Employment

The incumbent is responsible for providing advice to Eligible Family Members on employment opportunities both within the Consulate and in the Local Economy. In conjunction with RHRO Canberra, this includes overseeing the EFM hiring process, issuing SF-52 cables and ensuring appropriate paperwork is forwarded to State for approval.

SUPERVISORY

WAE Program

Incumbent supervises the 2 American WAE Assistant positions (FP-9) and 12 LE WAE Management Clerk positions (FN-5). The incumbent must ensure budget approval has

been granted for all WAE hours of work and is required to schedule the work of the WAEs in a fair system so all WAE employees are offered an opportunity to work. The position is responsible for writing their evaluation reports.

The incumbent also takes on a supervisory role in overseeing the administration of posts two student internship programs.

Foreign National Student Internship Program

The incumbent is responsible for oversight of the Foreign National Student Internship Program, which facilitates the placement of four-eight local students into internship roles annually. Oversight of the program involves working closely with the University the students are associated with, as well as the sections within the Consulate that the interns will be working in.

The incumbent manages the full recruitment process, in conjunction with the University, which includes preparing vacancy announcements, scheduling interviews, prepare and administer applicable tests and notifies unsuccessful candidates. The incumbent drafts and distributes internship offers, organizes medical examination authorizations and ensures all paperwork, security and medical checks are completed prior to the internship commencing.

The incumbent also develops and oversees the week long orientation program attended by the interns at the beginning of their internship.

U.S. Student Internship Program

In conjunction with RHRO Canberra the incumbent provides support to incoming Department of State student interns from the U.S. The incumbent oversees the week long orientation program attended by the interns at the beginning of their internship.

ORE

The incumbent assists the Consul General with the recruitment and ongoing employment of ORE staff and ensures workers compensation cover is maintained. The incumbent also prepares monthly earnings and leave statements and ensures that tax obligations are met by the ORE staff and provides general advice to the ORE staff on the conditions of their employment. The position is responsible for the preparation of all contracts and paperwork relating to the ORE staff and prepares the monthly ORE claim for submission by the Consul General.

HR ADMINISTRATION

The position is responsible for ensuring all information in web pass Post Personnel is kept accurate and up to date. The incumbent maintains all personnel files for Consulate General Melbourne and distributes relevant personnel cables and information as required.

Performs general HR administrative duties and is responsible for the preparation of posts Health & Medical Report, School Summary Report, Education Handbook and various other Management section handbooks. The position is also responsible for updating the Management's section portion of Melbourne's Crisis & Emergency Planning Application (CEPA) and overseeing file management by the Management Clerk.

PROTOCOL & EVENT MANAGEMENT

15%

EVENT MANAGEMENT

The incumbent takes the lead role in the coordination of Melbourne's Fourth of July celebration which includes but is not limited to researching appropriate venues, liaising with the selected venue, and overseeing the preparation of the guest lists, issuance of invitations, name tags and attendance lists by the Management Clerk.

The incumbent also assists with the provision of logistical support for conferences, workshops, and VIP visits to Melbourne and Melbourne's Consular district. This may include arranging hotel reservations, coordinating arrivals and departures, assisting with the set up, break down and staffing of control rooms and delivery of supplies. Maintains working-level contacts with hotels and vendors.

In conjunction with RHRO Canberra the incumbent assists in the administration of posts awards program and is responsible for arranging the awards ceremony every six months.

PROTOCOL

The incumbent will provide limited protocol assistance to the Consul General with regards to representation events and maintain the representation budget. The main aspect of this is to assist with third party events held at the Consul General's Residence, ensuring appropriate guidelines are followed and coordination between the third party point of contact and the ORE Staff.

BUDGET AND FISCAL

10%

The incumbent assists the Management Officer with ICASS and program budget submissions and compiles ICASS statistics and other reports as requested. Prepares and maintains records of all allowance claims including submission of the education allowance survey and living quarter's allowance survey and provides advice to American personnel on GST regulations and assists with the submission of their GST claims. The incumbent is also responsible for providing staff with information regarding posts Representation Budget and the Representation Claims process.

ALTERNATE CLASS B CASHIER & FMA

10%

The incumbent serves as the Alternate Class B cashier when the principal Class B cashier is on leave. This includes responsibility for the processing of petty cash payments and the daily consular collections in close coordination with FMC Canberra and the FSC Bangkok. Note: Cashier training in RFMC Bangkok is essential to fulfill this back-up responsibility.

The incumbent is also designated as the Financial Management Assistant (FMA) and assists the principal cashier with resolving any discrepancies that may arise in the WINACS Cashiering System.

TIME AND ATTENDANCE

5%

The incumbent acts as alternate master timekeeper for each section of the Consulate General including State, CS, DCMA and any subsequent agencies. Monitors leave usage to ensure that regulations are followed and in order to provide advice to supervisors if abuse of leave is indicated. Ensures all time sheets are submitted and accurate and provides training and advice in the operations of Win Time and Attendance to all timekeepers at post.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in Accounting, Business or Human Resources is required.
2. Five years progressively responsible experience in general administration with experience in human resources and a minimum of six months supervisory experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. A thorough understanding of human resource principles and administration, including full-cycle recruitment, employee performance management and employment policy.
5. Excellent organizational skills with proven ability to prioritize work independently, work under pressure, meet strict deadlines and perform multiple functions concurrently is required.
6. The ability to develop and maintain good interpersonal relationships and demonstrate sound judgment when interpreting regulations and dealing with clients is required, must have a demonstrated ability to handle sensitive personnel information discreetly and appropriately.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive but Unclassified security clearance.

EFM's must have 12 months remaining at Post.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference

must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General
Level 6, 553 St Kilda Road
Melbourne VIC 3004

THE DEADLINE FOR APPLICATIONS IS APRIL 5, 2013

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

U.S. Mission Australia maintains a drug free work environment.

Appendix

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References