

Is responsible for accuracy of personnel action content, for obtaining required approvals and signatures before releasing same to FSC Charleston in the format of a system generated cable. Personnel actions prepared by this position include all routine pay actions, extensions, data changes, mass pay actions, as well as others of non-routinenature including hiring actions, separation actions, grade retention, saved rate, promotions, etc. based on specific 3 FAM and post's compensation, benefit and hiring policy directives.

Is responsible for setting up a complete OPF on new hires (ensures all required documents are included, follows up on probation period certification, social insurance registration) and establishes employee record in PS system. Distributes personnel action, copies PDs, copies and distributes supplemental pension plan registration forms.

Is responsible for data input, maintenance and ongoing updates of the PS data base. Creates and retrieves reports from the data base and makes distribution of same. Responsible for organization and amendment of data (new position data, sections). Must have current knowledge of all changes in WebPASS (upcoming OPS as the new HR database) system and keep up to date.

Has full responsibility for managing the LE PSA program, which requires a thorough knowledge of the laws refgulations, policies and procedures affecting the employees of the various agencies. Ensures that at the end of each fiscal year renewal of PSAs are certified and extensions processed. Processes all PSA agreements for newly hired employees and related personnel actions.

Provides information in person or by telephone/e-mail in response to inquiries concerning LE personnel matters. Drafts and types correspondence, telegrams, employment certifications and reports related to locally engaged staff matters. Responsible for record and file management, Daily filing in subject files, employee files (OPF) and employee performance files (EPF).

Administers and keeps track of Special Leave Requests and flexi-time arrangement requests.

Is responsible for e services requests, Supply orderng, and requests through ILMS/Ariba. Processes those on request by other HR members in the various programs and keeps a file and documentation on the various purchase oreders and open P.Os.

Provides clerical and logistical assistance with the administration of the Tri Missions awards program and with training programs.

Assists with the administrative aspects of the recruitment program (e.g. test proctoring, interview scheduling, etc.) and performs full recruitment portfolio in times of high numbers and workload in recruitment and during the absence of the recruitment specialist. Assists with the check-in and check-out process for LE employees (prepares and replenishes stock of all required documents and paperwork for social insurance registration, retirement papers, severance fund provider notification. Departs employee record in electronic and hard copy files.

10%

Serves as the HR section's timekeeper. Bi-weekly prepares T&A reports for approving officer's signature. Reports regular attendance and leave of section employees and a Rovers team on fixed and variable (WAE) schedules. Prepares correction and adjustment reports, maintains files of historical leave reports and T&A reports by pay period and leave year. Must have in-depth knowledge of and keep abreast of changes in T&A rules and leave policies with regard to reporting annual leave, sick leave, LWOP, parental leave, premium pay, overtime, comp time, comp time for travel, holidays, flexible workschedules, excused absences

10%

Back-up duties in the LE staff unit and for LE Staff program administration, awards program and performance management during leave absences.

5%

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
High School Diploma
- b. Prior Work Experience:
Min. 2 years full time general clerical work experience in an administrative position as office clerk/secretary responsible for record keeping, legal files and documentation, pay administration and/or other HR related work portfolios.
- c. Post Entry Training:
User Training on PASS application; HR Trainings at FSI, RSC Frankfurt. Filing instructions. Cable preparation training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)
English Level III, German Level IV
- e. Job Knowledges:
In depth working knowledge of relevant HR regulations for processing personnel actions. Familiarity with other program aspects of HR work.
- f. Skills and Abilities:
Computer skills essential. Intermediate MSOffice (Word, EXCEL, Outlook). Internet. Demonstrated good customer servicing, telephone and interpersonal skills (explaining regulations/policies to employees, advising supervisors and employees on performance evaluation procedures, responding to various employee questions/requests). Incumbent must be able to demonstrate tact and highest discretion since the nature of the job is confidential as employees' personal data and salary information is being handled.

16. POSITION ELEMENTS

- a. Supervision Received:
Supervision from the HRM Specialist
- b. Supervision Exercised:
none
- c. Available Guidelines:
3 FAM, PASS Manual, LES Handbook, Performance Evaluation Guidelines, Awards Policy, HR/OE published policies.
- d. Exercise of Judgment:
Good judgment with regard to time sensitivity of pay actions and when to refer issues to responsible program assistants and/or supervisor.
- e. Authority to Make Commitments:
Limited authority, e.g. in ordering supplies for the office, accounting time on the T&A,.
- f. Nature, Level, and Purpose of Contacts:
Working level contacts within the Tri-Missions, mainly in the JMO. Contacts with LES employees at all levels; with supervisory staff, LES and American officers. Working level contact with the Charleston Financial Service Center, Foreign Ministry, Social Insurance headquarters, Severance Pay Fund and supplemental Pension Plan Fund.
- g. Time Required to Reach Full Performance Level:
6 months