

Serves as primary Recruiter for sensitive positions at post:	30%
<ul style="list-style-type: none"> ▪ Receives recruitment requests from hiring manager and obtains approval from HRO to recruit. ▪ Produces vacancy announcement using most recent classified position description (PD) and model vacancy announcements from HR/OE's website. ▪ Monitors recruitment box regularly and screens applications received on an ongoing basis, compiles lists of active vacancies and lists of applicants for each position. Adheres to requirement to complete screening within defined timeline in the ICASS Service Standards. ▪ Determines if qualification appraisals/short listings should be done with Subject Matter Expert. ▪ Conducts qualification appraisals based on the required qualifications of the vacant position. Completes the screening process form for all qualified applicants and checks that certificates are attached to CVs and the DS-174 application, and documentation for veterans' preference or family member preference is attached. ▪ Identifies preference candidates and ensures that only qualified preference candidates are referred to the hiring official. Prepares transmittal documents for qualified candidates for HRO signature. Maintains electronic/paper files of all documentation on file based on prescribed schedule. ▪ Organizes meetings of the full/limited Post Employment Committee (PEC), as needed, to interview preference candidates. Prepares and tracks memos for PEC and DCM concurrence for hiring ▪ Directs skills testing of applicants for computer, language, driving or related skills. Works with hiring manager to develop specialized skills test such as knowledge of subject matter for specialist jobs. Prepares a list of applicants for review by selecting official before scheduling interviews. ▪ Arranges interviews by contacting candidates either by phone or email. Sits in on assigned interviews, serving as the HR advisor. Notifies supervisor and HRO of any irregularities during the interview and provides advice and recommendations in accordance to the Recruitment Policy. ▪ Prepares notification letters to successful/unsuccessful candidates. ▪ Drafts and sends timely standard messages to applicants advising the results of the recruitment process. ▪ Works closely with the Global Employment Advisor and the Community Liaison Officer. 	
Onboarding and support for Family Member Appointment (FMA), Eligible Family Member (EFM), LE Staff on the American pay plan, and Seasonal Hire positions:	35%
<ul style="list-style-type: none"> ▪ Drafts appointment letters based on applicants' qualifications and the vacant position's requirements. ▪ Processes personnel documentation for selected applicants including documentation for security clearance and authority to hire. Assists applicants with the completion of all necessary personnel forms. ▪ Processes requests for appointment authorization from Washington offices, including requests for highest previous rate, superior qualification rate, advanced in-hire rate, prior federal rate based on applicants' qualifications and vacant position requirements. ▪ Provides guidance to employees in FMA and other American-pay style positions on regulations, policies, and procedures regarding pay, benefits, evaluation, separation entitlements, etc. • On first day of employment, assists American EFMs, and Seasonal Hires with completion of all necessary personnel forms and provides orientation with regard to EFM Handbook, salary and benefits. • For FMA Appointments, follows HR/OE's SOP on on-boarding FMA employees. • Ensures that all new hire documents for new American EFMs and are completely and properly filled out. 	
Performance Management for EFMs/ Employee Performance Reports:	15%
<ul style="list-style-type: none"> • Ensures compliance with HR/OE latest guidance on the performance process and JF-57 forms. • Sends EPR instructions to supervisors of EFMs, tracks the completion of Work Requirement Statements and off cycle departures. • Manages the EPR cycle, providing instructions, reminders and assisting as necessary. • Ensures that EPR are recorded and proper submitted to EUR. 	
American EFM Out-processing, Resignations and Requests for In-No-Work-Status (INWS):	10%
<ul style="list-style-type: none"> ▪ Follows step-by-step instructions in HR/OE's SOP on out-processing FMA employees. ▪ Ensures all memorandums and forms for terminations are thorough and complete. ▪ Ensures EFM employees receive copies of all documents in the file (SP-50s, EERs, etc.). 	
Assistance with LE Recruitment:	10%
<ul style="list-style-type: none"> • Assists as needed HR Assistant N54232 Recruiter position with all LE staff recruiting and in-processing. Additionally serves as back up for the US Internship program. 	
Other duties as assigned.	

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Two years of college education is required. Austrian Maturity Certificate.

- b. Prior Work Experience: Three years of work experience in office administration.

- c. Post Entry Training: Successful completion of the Basic HR Training (PA-331) and the DOS Recruitment Seminar at the Foreign Service Institute or the Regional Support Center. WebPASS Post Personnel training. On-the-job training including guidance on the recruitment policy and related literature. On the job training, Related HR and courses), Customer-Focused Management; WebPASS Post Personnel System
- d. Language Proficiency: English Level IV (fluent)

- e. Job Knowledge: Must have thorough knowledge of Department of State and Mission specific HR policies and regulations. Understanding of general office and customer service procedures. A basic knowledge and understanding of generally accepted HR principles and operational applications. A good working knowledge of acceptable business practices, office procedures and business correspondence formatting are required.

- f. Skills and Abilities: Excellent customer service skills and sensitivity to others' needs are required for this position. Works with others to provide customers a quality experience through effective communication; listens to internal/external customers' needs and takes actions to meet them. Must have initiative. Organization and time management skills and the ability to work in a fast-paced, high-client servicing work environment is essential. Tact, discretion and diplomacy in dealing with EFMs. Excellent knowledge of Microsoft Office software is required. Must demonstrate effective oral and written communication. Incumbent must be able to set priorities in the face of several tasks and constant interruption.

16. POSITION ELEMENTS

- a. Supervision Received: AHRO

- b. Supervision Exercised: No direct supervision. Provides work guidance and training to summer hire employee in HR Office

- c. Available Guidelines: HR/OE Recruitment procedures and policy guidance (Department of State Recruitment Policy, EFM Employment Guidebook, etc.) Foreign Affairs regulations in 3 FAM, 3 FAH, 14 FAM, ICASS Service Standards, Department of State Notices, Standardized Regulations, Local Compensation Plan, LE Staff Handbook, and other agencies' regulations.

- d. Exercise of Judgment: Must exercise sound judgment in the performance of assigned duties and know when to consult with or alert the supervisor or HRO to potential problems which could develop in the overall recruitment and/or EFM program. Actions must demonstrate a keen awareness of merit principles and the need for open, fair and transparent recruitment practices. Judgment is key to interpretation and explanation of policy guidelines to clients. Incumbent must exercise a good judgment and tact in dealing with all employees. Must be convincing to clients that, when answers are sought, correct professional solutions will be forthcoming. Must prioritize tasks and schedule priorities to ensure due dates are met. Understand the relative importance of project assigned and consistently meet expectations.

- e. Authority to Make Commitments: Releasing ads for placement in local papers, ordering language tests conducted at local testing institute.

- f. Nature, Level and Purpose of Contacts: Maintains contacts at working levels within Tri-Missions Vienna, with ICASS serviced agencies, outside job applicants and EFMs in connection with the sensitive position recruitment program. Working contact with the Eligible Family Member (EFM) coordinator in the European (EUR) bureau. Has daily contact with all levels of American employees and LE staff. Working level contacts in EUR/EX/HR, HR/OE, JEX, and other offices in Washington.

- g. Time Expected to Reach Full Performance Level: 1 Year