



## 14. Major Duties And Responsibilities

% OF TIME

### RECRUITMENT

80%

Incumbent drafts and prepares job announcements for the local vacant positions (all agencies) as indicated by the HR supervisors. Receives, organizes, logs and tracks all applications received for the positions advertised, is responsible for screening the documents received to verify candidate eligibility and qualifications, coordinates specific testing as required, drafts the Certificate of Eligibles to be sent to the supervisor and assists with the interview coordination logistics process. Attends the scheduled interviews as indicated by the supervisors or arranges for another HR representative to be present. For selected candidates, the incumbent is responsible for sending the job offer and preparing all pertinent documents needed to submit the final selection package for the hiring process. Responsible for preparing and sending regret letters to candidates who were interviewed but not selected.

Answers calls from supervisors when checking on status of vacant positions and how the recruitment process works, answers questions from applicants and internal Embassy employees regarding vacant positions, recruitment process, etc.

Answers telephone, electronic a/o personal inquiries, providing the needed response or properly routing the requests within the Human Resources Office. Administers the AskHRBogota and BogotaUSApplicants mailboxes.

Maintains the HR Recruitment tracker system and the specific HR Logs as accurate timely reports of all current vacancies, closely monitoring deadlines to ensure expedient handling of recruitment requests.

Maintains, as appropriate, the electronic and hard copies recruitment history files for local positions according to the portfolio assigned, including resumes, applications, test answers, interviews questions, positions approvals, funding approvals, advertising approvals, and other relevant information for each process and is responsible for the appropriate maintenance and disposal of these files.

Administers the HR database with the sources for advertising list, explores and makes contacts with educational institutions, government, staffing agencies, or other institutions looking for possible sources of job applicants who may be qualified for the Mission specific local positions. Represents the embassy at employment fairs by displaying all vacancies available at the time of the fair, handing out Embassy application forms, advising interested applicants of employment requirements, procedures and benefits, and finally accepting applications for job openings.

Drafts and prepares newspaper advertisements concerning vacant positions for all agencies, if required.

Incumbent is responsible for sending the job vacancies advertised to all sources and to the Embassy Public Affairs Section (PAS) in order to guarantee that they are posted on the Embassy Website the same day the advertisement is released, as well as posted in Facebook, LinkedIn and Twitter.

Provides Recruitment statistics as requested by HR Supervisors.

For Eligible Family Members candidates qualified for the local positions, incumbent screens applications, analyze actions to be taken and submit the appropriate recruitment documents to the EFM Coordinator for review and approval. If an EFM is qualified and selected, will submit the appropriate paperwork to the HR Assistant in charge of this portfolio for proceeding with the hiring process.

Works with the identical HR Assistant position A54029 in the preparation and assistance to the EFM Coordinator on all related matters to the Overseas Seasonal Hire Program; processing all pertinent documents and actions that this hiring process involves.

### ELEGIBLE FAMILY MEMBERS AND AMERICAN PORTFOLIO

10%

As indicated by HR Supervisors, serves as back up for the HR Assistant position A54060 that is in charge of the EFM portfolio for taking appropriate action a/o giving support to the EFM Coordinator position 97000112 when a candidate is selected under FMA, PSA or TEMP appointments., While giving this support, the incumbent is responsible to prepare all pertinent documents and personnel actions needed to complete the hiring process which includes but is not limited to open and maintain files, send request of authorization cables, appointment cables, prepare and send other various types of cables such as LWOP,

return to duty, WGI, conversion to higher grades, nepotism, change of work schedule, resignations, terminations, pay adjustments, personnel service agreements for Non-State Agencies, SF-52s, JF-62s to Payroll Charleston, INWS, Appointments, Conversions, step increases, extensions, promotions, terminations, pay adjustments, INWS status, etc., forwards original appointment forms to Department bureaus, maintains frequent contacts with WHA to find out status of Post' hiring authorization request.

As indicated by HR Supervisors, serves as back up for updating and sending TM-3 (pre-arrival info) and welcome cables to State USDH employees prior to their arrival. Preparing and sending TM-8 arrival notice cables and TM-5 departure notice cables through the Web.PASS Post Personnel database. Providing departing personnel with information on how to access the check-out material and reviews/clears the automated Proposed Travel Itinerary TM-2 cable, submitted on line by the employees to be forwarded to the DoS. Maintaining frequent contact with the Technicians and/or Career Development Officers in the State Department to follow up status of travel authorizations.

#### **OTHER DUTIES**

**10%**

Prepares routine correspondence. Translates documents as necessary. Acts as the backup for the HR Assistant position A54029 in charge of recruitment for local positions.

As indicated by HR Supervisors, serves as back up for the HR Assistant position A54228 who is in charge of the local Recruitment Outreach portfolio.

Other duties as assigned in order to give support to the HRO.

***This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.***

### **15. Qualifications Required For Effective Performance**

**a. Education:**

Completion of high school and two years of full time, post-secondary study (or equivalent hours spread across a part time study period) at college or university is required.

**b. Prior Work Experience:**

Minimum three years of administrative experience, including one year in the Human Resources field is required.

**c. Post Entry Training:**

- PA 432 - Web.PASS Post Personnel: American Track.
- PA-459 - Protecting Personally Identifiable Information.
- EX251 - Annual Counterintelligence and Insider Threat Awareness.
- PS-530 SMART Messaging.
- Online Essentials of Interviewing and Hiring.
- Online Screening training
- PA331 - Basic Human Resources.
- PA249 - Customer Focused Management.
- PA336- Locally Employed Staff Recruitment Workshop

**d. Language Proficiency:**

English Level 3 (good working knowledge) is required. Spanish level 4 (fluent) is required.

**e. Knowledge:**

- Good working knowledge of general office operations and general personnel regulations is required.
- Must have excellent knowledge of the HR/OE Recruitment Policy for Local Employed Staff, 3 FAM, 3 FAH and Recruitment guidance and regulations from HR/OE and Post including all the Recruitment related Mission Policies.
- Excellent knowledge of the Interagency EFM Employment Guidebook and procedures is required.
- General knowledge of the U.S. Government organization and U.S. Embassy operations and procedures is required.

**f. Skills and Abilities**

- Good ability in the use of Microsoft Office (Outlook, Word, Excel and Power Point) including basic proficiency in typing is required.
- Good oral communication skills including interviewing and presentation skills are required.

- Must have excellent analytical skills and sound judgment.
- Must have initiative and resourcefulness maintaining outstanding customer service and interpersonal skills.
- Must be able to work under pressure being detail oriented.
- Excellent customer service skills are required.

## 16. Position Elements

**a. Supervision Received:**

Employee works under the direct supervision of the Human Resources Specialist position N54050, and general supervision by the D/Human Resources Officer. Receives guidance from the EFM Coordinator position 97000112.

**b. Available Guidelines:**

Local Employment Recruitment Policy, Interagency EFM Employment Guidebook, 3 FAM/3 FAH, Local Employment Policy Guidebook, FMA Handbook, Employment Benefits Handbook, other HR/OE policies and guidelines. Web.PASS Post Personnel User Manual. U.S. workers compensation website/intranet guidelines.

**c. Exercise of Judgment:**

Judgment in selecting appropriate guidelines as the basis for action from among the published and precedent material available. Uses judgment in screening applications for vacant positions within the American Embassy Bogota.

**d. Authority to Make Commitments**

None.

**e. Nature, Level and Purpose of Contacts:**

American, EFM, MOH, and LE Staff employees or personnel at different levels, outside applicants, various offices in the Department of State (WHA/EX, INL/EX, HR/OE, DS, HR/CDA/EX, HR/CDA/AO). Incumbent serves as the liaison with several local educational institutions, such as SENA, Binational Centers, universities, colleges, and alumni associations in Colombia in order to get advertising sources for Embassy job opportunities not only by coordinating and participating in job fairs, but disseminating information on job announcements.

**f. Supervision Exercised**

None.

**g. Time Required to Perform Full Range of Duties after Entry into the Position**

One year.