



## 14. Major Duties And Responsibilities

% OF TIME

### RECRUITMENT PROCESS FOR LOCAL POSITIONS

50%

- Drafts vacancy announcements (VA) by summarizing the duties and responsibilities along with the required qualifications of the position based on the description and classification of the position. Distributes the VAs to all sources requested by the selecting supervisor including but not limited to web postings (internal and external), newspapers, social media and job centers (Universities and/or online).
- Screens all application packages received in response to VAs determining those who meet the minimum qualifications, conducts all testing of applicants, prepares the paperwork, and forwards the qualified applicant packages to the selecting supervisor.
- Forwards the applicant package to the EFM Coordinator and/or HR Assistant (EFM portfolio) when the qualified candidate is an U.S. Eligible Family Member (USEFM) for their further action in the recruitment process.
- Coordinates required interviews for non-preference applicants ensuring the candidates are aware of the time, arranges for the meeting room / conference room where the applicant will be interviewed, attends the interview as the HR representative ensuring merit and EEO principles are upheld, ensures visitor's access has been arranged with the RSO Office and adequate escorts are available.
- Process selected non-preference candidates for employment. Prepares contingent offer, medical and security clearance paperwork. Coordinates with both the Health Unit and the RSO Office to ensure the process is going smoothly.
- Administers and maintains up-to-date the different mailboxes and databases that support the recruitment process.

### HIRING PROCESS FOR LOCAL POSITIONS

20%

- Creates the Official Personnel Folder (OPF) and the electronic file for each new local employee that includes, but is not limited to DS-174, language certifications, certificates of education, trainings, medical and security certifications, tests administered, offer of employment, LEPCW and any other document provided during the recruitment and hiring processes. Creates the new employee profile in the intranet.
- Creates the employee record in the Web Pass Post Personnel Locally Employed Staff module. Prepares personnel action reflecting the appointment.
- Provides initial hiring orientation for new employees. Ensures the appropriate documents are processed in a timely manner and all offices involved have been informed of the new arrival.

### TRANSFER/REASSIGNMENT/PROMOTIONS FOR LE STAFF

10%

- Prepares personnel actions for transfer or reassignment of Local Employees when they have been selected during the recruitment process.
- Collects supporting documentation for promoting Local Employees that have been selected for higher grade positions, including but not limited to pending certificates, diplomas, tests, recommendations/approvals of hiring offices, interim EPR (if applicable), etc.
- Prepares for approval of the HR Specialist and the HR Officer and/or HR/OE, the memo, work history, and comparison chart justifying the promotion request.
- Prepares personnel action and the appropriate documents once the promotion is approved and sends email to the American supervisor informing that the promotion was processed and the effective date.

### OSHP AND AMERICAN PORTFOLIO

10%

- Supports the EFM Coordinator and the Community Liaison Officer (CLO) in the administration of the Overseas Seasonal Hire Program (OSHP); and processes all pertinent documents and actions involved, that include but is not limited to request availability of funds, prepare all the paper work for hiring, create electronic records, letters of appreciation, etc.
- Serves as back-up of HR Assistant (EFM portfolio) position A54060 in all matters related with the administration of the EFM's and US Direct Hire portfolios.

### OTHER DUTIES

10%

- 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.
- Answers inquiries from supervisors, applicants and Local Employees regarding vacant positions, recruitment, hiring process, etc.

- Prepares routine correspondence and translates documents as necessary.
- Places ARIBA requests as necessary.
- Other duties as assigned in order to give support to the Human Resources Office.

***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:**

- On the job training using program documentation and User Manuals
- PA432 Web.PASS Post Personnel: American Track.
- PA431 Web.PASS Post Personnel: Local Track.
- PA459 Protecting Personally Identifiable Information.
- EX251 Annual Counterintelligence and Insider Threat Awareness.
- PS530 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:**

- Advanced knowledge of general office operations and general personnel regulations is required.
- Must have advanced 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.
- Intermediate knowledge of the Interagency EFM Employment Guidebook and procedures is required.
- Intermediate knowledge of the U.S. Government organization and U.S. Embassy operations and procedures is required.

### **f. Skills and Abilities**

- Intermediate skills in the use of Microsoft Office (Outlook, Word, Excel and Power Point).
- 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.
- Advanced 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 (54266000). 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. Incumbent serves as the liaison with several local educational institutions, 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. Lab, MED Unit and RSO for clearances process.

**f. Supervision Exercised**

None.

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

One year.