

Addendum. Human Resources Assistant

- Manages the Post Training Program 55%

Responsible for the design and coordination of the Post Training Program that includes all agencies at Post. This includes assessing the training needs at Post, drafting and updating a training plan, and preparing training budget (liaison with Financial Specialist) for submission to the Department for consideration of funding. Counsels Locally Engaged (LE) Staff concerning their career development and arranges for appropriate training opportunities, sets up training and liaises with FSI and FRC. Gathers information by contacting local training providers and institutions to meet LE Staff training needs.

Managing the training policy includes researching information, putting together presentations and carrying out training sessions (e.g. Evaluations, performance management, Interagency Mission Awards Program, M-Class, post policies, customer service, discipline, and grievance procedures) to educate the staff on specific policies and their effects. As a function of training, the incumbent will maintain current levels of subject matter expertise in human resources. The job holder teaches sessions, segments, and entire training courses using various effective training methods, e.g. individual work assignments, group discussions, role plays, participants teaching and various audio-visual equipment/presentations. Incumbent will analyze training needs and requirements, and develop or assist in developing new courses, determining course goals and delivery methods, developing lesson plans and course materials for delivery, and creating visual aids (Power Point, posters, handouts, etc.). Incumbent will provide feedback in support of training as well as observations to provide perspective on each training session. Incumbent is expected to arrange training from local providers such as INSAFORP sponsored courses.

Assists in the development of LE Staff training and development, e.g. types of training and development of employees in areas pertaining to their positions including FSI distance on-line training, formal training at Post, regional, FSI, FRC or appropriate commercial professional training institutions. Prepares announcements for new training opportunities both locally and out of the country.

Incumbent is POC for regional trainings held locally. Reviews annual trainings based on local needs, prepares trainings to be hosted during each year, manages logistics with FRC and ensures hotel reservations are made for trainers and employees assisting the training that come from other countries; ensures classrooms are set up, material is ready and that all who attend are registered for class.

Incumbent manages Post's Language Program preparing annual funding requests to FSI for language program funds and tracking all expenses of the PLP funds. Responsible for the coordination and implementation of the Post Language Program which includes setting up employees in language classes, scheduling assessments and tests, keeping classrooms and student rosters, analyzing monthly bills for accuracy, ordering books and maintaining classrooms organized, as well as solving any problems between students and teachers.

Incumbent gives new hire inductions for all new employees on their first day of work. This includes updating the power point presentations and ensuring employees are given proper orientation and that all forms are filled out the first day.

- Internship Program (U.S./LE applicants) 15%: Manages the US internship and Salvadoran programs for US and Salvadoran applicants. Coordinates with program offices on the intern requirements and sends telegram to WHA requesting interns. Liaises with program offices and WHA on their intern requests and follows up as necessary. Informs GSO of interns' arrival dates for housing arrangements and prepares announcements and coordinates arrangements through the CLO. Communicates with HR Washington to make decisions regarding interns' selection. Incumbent is expected to track experiences of US interns to ensure they have a meaningful experience with a diverse portfolio of cultural exchanges and orientations.

For Salvadoran program, meets with offices to assess their needs, announces positions through Facebook and local universities, reviews applicant's information, screens, sets up interviews. Contacts local universities and coordinates selection criteria, social credit hours, times, security and medical clearance, check-in/out, orientation and policy regarding Salvadoran applicants.

- Contracting 5%: Serves as the Contracting Officer's Technical Representative (COTR) on the PLP and back-up to HR related contracts as needed. Keeps contact with GSO/Contracts to clarify contracting requirements and/or resolve situations encountered during the life of contracts. Ensures that the contractor complies with the terms of the contract and provides the level of benefits included. Prepares technical specifications to elaborate the terms of the contract. Serves as the member of the Technical Review Panel, preparing information for panel members and bringing to their attention any inconsistencies in the offers with respect to the RFP. Reviews all bills received from the language contractor under the Post Language Program for Spanish and English classes to ensure accuracy based on the number of class hours and student groups.

Reporting 5%: Coordinates the Post's Ethics Program, which includes identifying filers to request the completion of the OGE 450 and/or SF-278 forms as required by the Department of State, including notifying and performing follow-up to the filers and coordinating with Washington. Prepares other reports such as OCCI, Rightsizing, Webpass etc.

Post Classification Liaison 20%: Serves as liaison between Post and the Regional Classifier. Meets with supervisors and employees when new positions must be created or when current positions are updated or modified. Liaises with Post and Regional Classifier for proper compliance in procedures and for any changes that need to be made. Advises supervisors on procedures, timelines, impact of classifications and ensures correct paperwork is submitted to classifier in a timely and confidential manner. Reviews documentation, requests new position numbers from HR Webpass administrator. Obtains signatures and keeps original PDs in a proper filing system.

Serves as back-up assisting with the monthly preparation on the Salvadoran Social Security Payrolls, Health Insurance claims, reporting disabilities and works side by side with FMO on the Retirement Payroll (AFPs). Backs up COTR on HR-related contracts as needed.

Performs other duties as assigned.