

## Human Resources Duties-American Program

### - Check-In and Check-Out

50%

Responsible for check-in and check-out process for all US direct hire personnel (Letters P through Z) from all agencies. Compiles emergency locator information and forwards to appropriate office in Washington. Issues memorandum to travel agency with the approval to release airline tickets. Reviews the check-in documentation by making sure the data sheet information is accurate, digital pictures and passports are in correct format. When there are mistakes or missing information asks for correction. Coordinates the preparation of a departure note and return of the MFA. Ensures all check-out requirements have been met by departing American staff so that the HRO or designee can authorize the issuance of airline tickets.

### - Accreditations, Visa Request, Temporary Residency or Work Permits

Responsible for drafting diplomatic notes to the Ministry of Foreign Affairs upon arrival of new employees, (Letters A through L) processing accreditations and requesting visas. Submits requests for new carnets if damaged or stolen. Processes diplomatic notes to the Ministry of Foreign Affairs to notify the Ministry of the departure of USDH and their family members from Post. Returns carnets to the Ministry of Foreign Affairs. Maintains communication with the Ministry of Foreign Affairs, following up periodically on the issuance of carnets via telephone, correspondence or by office visits as necessary. Processes employees' requests for visas when traveling to other countries on official business. Responsible for assisting employees to obtain temporary residency or work permits for Members of Household who are not US citizens and who accompany USDH to Post.

Is the primary contact for MFA contacts, Counselor, Deputy and Staff. Stays current on the MFA's guidelines and policies governing the presence of foreign diplomats and ensures changes are quickly communicated to the HRO's and Post Management. Drafts correspondence clarifying problems and concerns relating to the status of American Diplomats or their families.

Provides updates for the Diplomatic list to the Protocol Office. Updates all American employees' information on WebPass. Responsible for the drafts of travel messages: Welcome to Post (TM-3), Arrival Notice (TM-8), Departure Notice (TM-5) and others as needed.

Generates weekly arrival/departure list for USDH. Works with Management Counselor to answer all personnel related queries in connection with transfers, assignments, home leave, separations, Separate Maintenance Allowance (SMA/VSMA).

### - Duty Roster

10%

The incumbent administers the Embassy Duty Roster Program together with HR Assistant position #C54028, and in accordance with the Embassy duty policy, is responsible for ensuring a fair rotation when scheduling the officers for duty. Maintains master Duty Roster in Excel updating it each time a USDH arrives or departs. Prepares annual announcement and sends to Management for disbursement.

Emergency Visitation Travel (EVT):

5%

For assigned staff, drafts cables addressed to the Medical Division in the Department to request the authorization for Emergency Visitation Travel (EVT) in cases of serious illness and for Elderly Care Visitation Travel. Counsels employees about the interpretation of regulations, documentation needed and assists them during a particularly stressful and time-sensitive situation.

HUMAN RESOURCES DUTIES LE STAFF:

25%

Processes 33% of personnel actions for LE Staff (DH and PSA), letters G through O, for all agencies under ICASS service.

Conducts check-in and check out processes. Prepares LE staff Notifications of Personnel Actions (SF-50 and JF-62) for the signature of the Human Resources Officer/Management Counselor on all types of Human Resources actions for locally engaged employees, including: appointments, promotions, within grade increases, LWOP, reassignments, resignations, disciplinary actions, transfers, grade retention, removals, etc. Ensures that personnel actions are distributed and filed as required.

Requests Work Plans and Performance Evaluation Reports (PERs) for LE Staff DH/PSA employees. Send out notices to supervisors reminding them that EPR's are due. Follows-up as necessary to ensure completion of PERs within the established timeframe.

Maintains official personnel records of LE Staff employees of all associated agencies.