

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Human Resources Assistant /305, PSA-08-FP-06

Open To: All Interested Candidates - All sources

Vacancy Opening Date: July 27, 2015

Vacancy Closing Date: August 9, 2015

Work Hours: Full-time; 40 hours/week

Salary: Ordinarily Resident (OR): 18, 097, 447 CFA p.a. (Starting salary/ PSA-08)
Not-Ordinarily Resident (NOR): 45,487 USD p.a. (Starting salary/FP-06)

Basic Function of Position:

Incumbent performs the full range of Human Resources services for all Locally Employed (LE) staff, including eligible family members (EFMs). Duties include recruitment, hiring, performance management, recordkeeping, timekeeping, coordinating benefits, and finalizing separations. Incumbent also performs some Human Resources services for direct-hire American staff, including check-in/check-out procedures. Incumbent reports to the Human Resources Officer.

Major Duties and Responsibilities:

30% Performance Management and Recordkeeping: Tracks Locally Employed (LE) staff performance evaluations by providing regular reminders and technical support to supervisors. Monitors employees on Performance Improvement Plans. Prepares and submits personnel action forms and maintains personnel folders for all staff, including direct-hire Americans. Maintains post's electronic personnel database.

20% Recruitment and hiring of LE staff: With position supervisors, reviews and updates Position Descriptions and coordinates their classification with Regional Classifiers. Drafts and places vacancy announcements in local media and on post's Facebook page. Receives and screens applications, coordinates interview schedule for supervisor-selected candidates, participates in interviews, initiates security and

medical clearances for selected candidates. Coordinates start date, prepares all pre-employment and entry-on-duty material, and briefs new employees on conditions of service, salary, benefits, discipline, and other topics. Processes all documents and personnel actions for employees.

15% LE staff benefits: Maintains and distributes current information on regulations and benefits of the local government's social security and medical plans, CNSS and CNAMGS, respectively. Maintains contact with CNSS and CNAMGS representatives. Maintains information on contract and benefits of a third-party medical insurance provider. Acts as primary liaison between post and the third-party provider. Periodically reviews post's Local Compensation Plan and LE staff handbook and suggests updates as warranted. Required to be familiar with local labor laws and advise senior Mission personnel on same. Maintains a network of local government and private sector contacts for personnel matters.

10% Payroll and timekeeping: Serves as payroll liaison between post and payroll headquarters in Charleston, S.C. Prepares payroll cables for submission to payroll headquarters. Coordinates time and attendance reporting by providing guidance and monitoring for assigned timekeepers.

10% American HR: Assists arriving American staff with check-in and check-out documents, applications for visas and diplomatic identification cards, authorization of allowance payments, and other processes.

5% Awards: Serves as awards program coordinator. Collects award nominations post-wide, ushers nominations through the review and approval process, prepares awards for presentation, plans awards ceremonies.

5% Official Residence Expenses (ORE): Provides guidance on local employment laws for senior executives who engage domestic staff. Updates ORE employment contracts, coordinates social security enrollment, and prepares payroll reports for domestic staff.

5% Other duties as assigned.

Qualifications Required for Effective Performance:

Education:

A four-year degree in Human Resources, Management, or Administration is required.

Prior Work Experience:

Two years of administrative experience is required, including at least one year of Human Resources experience.

Post Entry Training:

Training in U.S. government practices and procedures, position classification and compensation, and software applications for time and attendance and post's personnel database. U.S. government-provided classroom training courses on compensation and HR management when eligible and based on funding and space availability. Contracting Officer's Representative (COR) training

Language Proficiency: List both English and host country language(s) proficiency by level (II, III) and specialization (sp/read):

Level IV (fluent) spoken and written French and level IV (fluent) spoken and written English are required.

Job Knowledge:

Must have knowledge of local government structures, businesses, and other organizations. Must have knowledge of local labor and social security laws as well as prevailing customs and practices. Must be able to acquire knowledge of the Foreign Affairs Manual (3 FAM) and the Foreign Affairs Handbook (3 FAH).

Skills and Abilities:

Good time management and interpersonal skills are required. Must be tactful and possess good judgment in order to maintain effective working relationships with employees, supervisors, and outside contacts. Must be able to use all Microsoft Office applications and to learn to use U.S. government software applications.

Position Elements:**Supervision Received:**

Position is directly supervised by the Human Resources Officer with added assignments from the Management Officer.

Supervision Exercised:

None. Provides work guidance to timekeepers but does not supervise

Available Guidelines:

3 FAM, 3 FAH, Human Resources bureau policies, Office of Personnel Management, Local Compensation Plan, FSN Handbook, Department of State

Standardized Regulations, department guidance, cables regarding regulations governing personnel policies.

Exercise of Judgment:

Must exercise good judgment and discretion in handling all HR matters, ensuring the privacy of employees in all areas. Must carefully interpret and apply policies and regulations and must be able to prioritize work tasks and projects. Must uphold equal employment provisions.

Authority to Make Commitments:

None.

Nature, Level and Purpose of Contacts:

Contact with employees at all levels of all agencies at post on employment issues that may be quite personal and/or sensitive. Contact with mid- and high-level host country officials and service providers on LE staff issues. Contact with HR personnel in Washington, D.C. and Charleston, S.C. for compensation and related questions.

Time Expected to Read Full Performance Level:

One year.