



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency STATE	3a. Position Number A54-015 305-6
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission

a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Human Resources Clerk FSN-305	FSN-6		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Human Resources Clerk	7. Name of Employee
8. Office / Section American Embassy Guatemala	a. First Subdivision Department of State
b. Second Subdivision Management Section	c. Third Subdivision Human Resources Office

9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. Basic Function of Position

Incumbent will perform administrative support functions for the Human Resources Office.

14. Major Duties and Responsibilities _____% of Time
For American staff: 60%
 Requests Guatemalan diplomatic or official visas and accreditations for all administrative and technical American staff. Keeps a tickler file and informs employees when the visas will expire. Is responsible for requesting diplomatic carnets for Administrative and Technical staff. Prepares diplomatic notes, and when the carnets are issued delivers them to the employees keeping a record of the number of the carnets, dates delivered, etc.
 Requests visas for other countries for diplomatic staff as requested. For this purpose, maintains contact with secretaries of other Consulates. Assist Direct Hires who have Members of Household (MOH), instructing them as how to process visas at the Immigration Office. In some cases gets in contact with officers at the Immigration Office to request assistance for MOH.

For Guatemalan staff: 30%

Gives instructions to the messenger/driver related to delivery of diplomatic notes and to obtaining visas as required.

Other duties: 10%

Incumbent is responsible for updating and keeping the photo album for the Ambassador current. This includes taking photos of new employees, deleting departing employees maintaining the approved format.

Assists in conducts proficiency test (English, computer and translation skills) for job applicants.

Assists with the coordination of the Training Programs conducted by the Section, prepares material, reserves conference room.

Keeps the record of all the training received by all the staff of all Agencies, in Guatemala or in the US (FSI, Ft. Lauderdale, etc.)

Assists with the Student Trainee Program, reserves conference room for meetings, drafts letters upon completion of office practice, acts as liaison between the HR Assistant and the trainees. Contacts the school principals to confirm participation in the program.

Requests e-services as required.

Prepares requisitions of office supplies for the Section and maintains supply levels as appropriate.

Responsible for filing job applications from potential candidates discarding old applications as applicable.

15. Qualifications Required For Effective Performance

- a. **Education:** Secretarial school graduate
- b. **Prior Work Experience:** Three (3) years of administrative and clerical experience in human resources in Guatemala is required.
- c. **Post Entry Training:** On-the job training and cross training with other HR staff
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Fluent English Level IV is required
Fluent Spanish Level IV is required
- e. **Job Knowledge:** Administrative procedures, customer service, team work
- f. **Skills and Abilities:** Through working knowledge of computers. Ability to work under stress, ability to work as a team, good interpersonal skills.

16. Position element

- a. **Supervision Received:** The Human Resources Clerk will directly report to the HR Specialist.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** 3 FAM, HR Handbook, Mission policies
- d. **Exercise of Judgment:** Incumbent is expected to exercise good judgment due to the sensitivity of the job. Must be able to cover absences of the supervisor and other HR staff
- e. **Authority to make Commitments:** Limited to the duties of the position
- f. **Nature, Level, and Purpose of Contacts:** Ministry of Foreign Affairs, Principals of local schools, Officials of other GOG offices. American staff (for visas and carnets)
- g. **Time expected to Reach Full Performance Level:** 6 months