

Position Description: Human Resources Clerk- (performance management) **(Announcement number: 15/75)**

Basic Function of the Position:

The incumbent has the responsibility for performance management covering all grades of Locally Employed Staff (FSN 1 to 12) at the Department of State and other Agencies at post. Duties encompasses but not limited to Performance Management, Employment Administration & Separations, Mission Awards Program Administration, Office Support, Special Projects, Employment Advice, HR input for post Share-Point & Organizational Chart, Coordination of Medical Test Packages, MyServices & Other Duties.

Major Duties and responsibilities

PERFORMANCE MANAGEMENT, EMPLOYMENT ADMINISTRATION & SEPARATIONS - Have the responsibility for performance management covering all FSN Grades: 1 to 12. Prepare and process all personnel actions and other official documents related to reassignment, suspension, resignation, retirement, and termination. The personnel actions are technically reviewed for compliance with procedures. Questionable cases are discussed and resolved with supervisor. Maintain Official Personnel Folders (OPFs) and Employee Performance Files (EPFs) for FSNs, Regularly enter employment data into the PASS-Post Personnel Program and enter data to HR Office tracking logs. Provide employment and salary verification letters for employees.

Administer HR/OE LES Performance Management Policy for all FSN staff. Maintain a continuing schedule to inform supervisors of when Performance Evaluation Reports are due in accordance with the Policy. Check the accuracy and inadmissible comments in EPRs, WDPs, PIPs, etc. Maintain Tracking logs for late WDPs and PIPs. Prepare Front office Memorandum on late EPRs and Implement internal controls. Based on completed EPRs, prepare associated pay change documentation such as within-grade increases (WGI), promotions, terminations.

Send separation notices to employees who are due for mandatory retirement. Provide departing personnel with check-out sheets and assist in the same. Conduct exit interviews or termination meetings as appropriate. Process all final & severance payments. Serve as the point of contact after separation.

MISSION AWARDS PROGRAM ADMINISTRATION - Responsible for the Mission Awards program. This area of responsibility entails preparing awards program related general announcements, processing awards nominations and associated correspondence for the Joint Country Awards Committee (JCAC), preparing awards certificates for presentation and making all necessary arrangements for awards ceremonies. This includes preparing and sending out of invitations to the ceremony, preparing ceremony program brochures, requesting equipment (e.g. public address system) and professional support (e.g. photographic services) for the ceremony, refreshments, etc. In addition; liaises with the Embassy Financial Management Office (FMO) and other agencies as applicable, for the payment of cash awards. Also files and transmits copies of employee awards documentation to appropriate offices for retention in official personnel records, and controls and maintains required stock of awards materials, e.g. blank awards certificates, medals, pins, emblems, etc. Updates Employee Records (in WebPASS) with Awards information and maintains a separate log in the HR Common folder with the information of awards recipients over the years.

OFFICE SUPPORT - Distribute HR Office mail, order & maintain office stationery stocks in accordance with section requirements, maintain & manage office cabinets/filing system, responsible for sending work orders/procurement requests and following-up, administer the process pertaining to retirement of HR files/records, update and maintain HRO notice board & publish HR Office Notices in other common notice boards, responsible for collecting & returning the HRO cabinet keys, etc.

Function as the HR Point of Contact for MyServices, Uniform Service Standards (USS) and monitoring of monthly performance reports.

Work on assigned Special Projects in liaison with HR Specialist/HRO.

Provide front-line employment advice to our customers.

Update post Organizational Chart and maintain it as current keeping in-line with staff/reporting line changes. Obtain concurrence/confirmation from American Supervisors regarding the accuracy of information when necessary.

Update the HR Office input in the post SharePoint & maintain same as current in liaison with other HR Staff and ISC Section.

Required to print LES Birthday Cards on a monthly basis, obtain DCMs signature and distribute.

MEDICAL TEST PACKAGES AND OTHER DUTIES - Make sure that the Pre-employment, Drivers/Incidental Drivers and ORE Staff Medical Packages are active at all times in liaison with GSO-Procurement, Health Unit and Financial Management Office. Also, ensure that there are separate data bases to reflect the employees who have attended/due to attend the above tests in a calendar year. Liaise with IBB and make sure that they too have the required Medical Packages and also data bases containing information of staff who have taken the medical tests/required to take tests within a calendar year.

Perform other duties as assigned by the HRO/HR Specialist and serve as the back-up for other HR Staff.