



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">LOME, TOGO</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number <p style="text-align: center;">357801-A54047</p>
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3b. Subject to Identical Positions? 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) A54047 , (Title) HR Management Clerk (Series) 0305 (Grade) 06

b. New Position _____

c. Other (explain) Vacancy announcement

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	HR Management Clerk, FSN-0305	06		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <p style="text-align: center;">VACANT</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Lome</p>	a. First Subdivision <p style="text-align: center;">Management</p>
b. Second Subdivision <p style="text-align: center;">Human Resources Office</p>	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">VACANT</p>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">HR Specialist</p>
Printed Name of Employee	Printed Name of Supervisor
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

Employee Signature	Supervisor Signature
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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.	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. <p style="text-align: center;">Management Officer</p>
Printed Name of Chief or Agency Head	Printed Name of Admin or Human Resources Officer
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 Performs a variety of human resources clerical and administrative duties.

14. Major Duties and Responsibilities 95 % of Time

Performs various clerical works in the HR Office. Duties include, but are not limited to filing, drafting correspondence (cables, letters, dip-notes); making necessary copies for distribution; maintaining and keeping current regulatory issuance such as Standardized Regulations (Civilian Employees, Foreign Areas) as well as various HR regulations for State Department and associated agencies. Prepares position descriptions, evaluation reports and personnel actions, for positions at FSN-1 through FSN-3. Extracts biographic or other data from files for preparation of various reports. Serves as primary contact for Post Personnel issues. Sorts old personnel office records and old official personnel folders, to either destroy unnecessary documents or file the useful ones in chronological order or by subject as appropriate. Performs all HR related errands: payment of CNSS bills, mail run to Fidelia Assurances, MFA, etc.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

- a. Education
Completion of high school is required.

- b. Prior Work Experience
Two to two and one-half years of clerical experience in human resources work or closely related field is required.

- c. Post Entry Training
Web-Pass Post personnel (American and Local), E-Services, and various HR online resources.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level III English and French both reading and speaking ability is required.

- e. Job Knowledge
A general overall knowledge of the organization and functions of the various agencies at Post. A thorough knowledge of procedures, precedents, and practices used in dealing with host country agencies in obtaining required identity documents.

- f. Skills and Abilities
Considerable tact and diplomacy in person-to-person contacts with American personnel and dealing with agencies of host government as well as in dealing with all other employees and contacts. Level II typing ability (a minimum of 25-30 wpm). Must be computer literate conversant with skills in word processing and spreadsheet. Cont'd

16. Position Element

- a. Supervision Received
Position is supervised by position number 357801-A54007.

- b. Supervision Exercised
None

- c. Available Guidelines
Applicable Embassy standard operating procedures.

- d. Exercise of Judgment
As appropriate.

- e. Authority to Make Commitments
As appropriate.

- f. Nature, Level, and Purpose of Contacts
Working level contact with Embassy personnel on a daily basis. Mid-level contacts at the CNSS, Ministry of Foreign Affairs, Health Insurance Company and banks.

- g. Time Expected to Reach Full Performance Level
2 months

Addendum 1

Cont'd

Translates routine correspondence or documents from French into English or vice versa. Works closely with American employees in complying with all requirements of the host government by completing forms for Foreign Office certification of identification cards, etc. Prepares notes to the Ministry of Foreign Affairs giving information on arrivals, departures, diplomatic and consular titles. Follows-up as necessary to expedite any of the required items of documentation. Assists employees in filing out various human resources documents.

Other duties as assigned. 5%

f- Skills and Abilities

Must have excellent oral and written communication and skills. Must have excellent interpersonal skills including ability to work with others under stressful circumstances. Must be customer-service oriented and be able to proactively solve problems independently by taking initiative. Must be able to persuade and influence others inside and outside the formal chain of command. Must be able to prioritize work and be flexible when dealing with urgent or non-standard situations. Must manage-up higher levels of authority. Must exercise impeccable judgment.