



## **14. MAJOR DUTIES AND RESPONSIBILITIES:**

### **30% Payroll:**

Maintains timekeeping records for the sub posts 02 - State FSN ICASS, 03 – State FSN Program, 06-Other Agencies, and 06 – MSG Drivers. Prepares biweekly time and attendance reports. Assists in providing timekeeper training whenever needed.

Serves as a primary liaison with Bangkok Financial Service Center (BFSC) for payroll issues of LE Staff, including advance pay request processing.

Resolves complex payroll problems on both salary calculations and leave balances. Receives reviews and distributes to LE Staff biweekly earnings and leave statements (E&LS). Counsels employees on payroll matters and initiates corrective action as necessary including drafting of official telegrams, memoranda, etc.

Manages FSN Voluntary Leave Transfer Program: makes sure that appropriate documentation is on file and processed via BFSC.

### **20%LE Staff Retirement Program**

Responsible for all functions related to the local retirement program. Functions include submission of appropriate paperwork to the Financial Service Center in Bangkok, completion and enrolment of employees in the retirement program, completion of monthly declaration forms of Employer contributions and submission of these documents to the Pension Fund of Turkmenistan; coordinate the EFT of the monthly/pay period contributions with the FSC Bangkok and local bank.

Distributes statements about accumulated amount of retirement benefits to employees.

### **15% Personnel Database and records**

Draft various memos, prepares and keeps updated various personnel related lists such as list of overdue EERs, list of LES addresses and phone numbers etc. Translates materials from English to Russian or Turkmen and vice versa, related to LE Staff. Drafts employment and salary certifications in English/Russian/Turkmen for LE Staff for a variety of purposes (travel, personal matters, etc.). Makes copies of employees' workbooks when needed and makes records in original workbooks for employees to be presented as a proof of their employment with the Embassy. Drafts routine correspondence, such as cables, memos, management notices and/or Diplomatic Notes for the review of supervisor.

Responsible for records management within the Human Resources Office. This includes correct filing and storage of both American and Locally Employed Staff personnel records and time and attendance records in the Embassy archive and retiring documents to the Records Management when necessary.

Serves as the point of contact on Worker's Compensation Program (OWCP) benefits and claims procedures.

### **15%Training program:**

Coordinates and monitors Embassy Training Program for LE Staff. In coordination with the Budget and Finance Office makes sure that the Embassy Training Plan is accurate and corresponds to the Work Plan of the employees. Assists employees and supervisors with locating appropriate trainings, distributes training news/cables to the Embassy personnel. Assists the employees with registration if needed. Sends notification to newly hired employees about mandatory Ethic course registration. Maintains Post database on training records. Upon training/course completion, ensures that a copy of the training certificate is provided to the HR Section for inclusion in the employee's OPF; updates WebPASS Post Personnel and the training database accordingly. In coordination with the regional training centers will organize at post trainings.

### **10% HR SharePoint maintenance**

Is responsible for maintaining the HR SharePoint site. Uploads policies, training information, vacancy announcements, and other information to the SharePoint. Makes sure that the SharePoint information is current and accurate.

The incumbent is a back-up to the HR Assistant (A54201) and performs all duties in his/her absence.

**10%Other duties**

Performs other duties in the HR section: makes copies of the documents and distributes them as required, files documents as appropriate, types forms and folder labels, shreds discarded materials, posts information materials on bulletin boards, drafts procurement requests and work orders etc.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**a. Education:** Completion of secondary school is required.

**b. Prior Work Experience:**

At least two years of human resources experience is required.

**c. Post Entry Training:** Basic and Intermediate Human Resources trainings, Recruitment, Pay and Allowances course are required. Online courses in Performance Management, Time and Attendance, Web.Pass and Personally Identifiable Information are required.

**d. Language Proficiency:**

Level III (good working knowledge) speaking/reading/writing English, Russian and Turkmen.

**e. Job Knowledge:**

Good knowledge of local Labor and Social Security legislation as well as prevailing human resources practices are required. Good knowledge of pertinent DOS personnel policies and regulations.

**f. Skills and Abilities:**

Must be able to research, interpret and apply a variety of HR regulations and policies. Must be proficient in the following computer programs: Word, Excel (advanced), Outlook, PowerPoint, and Internet. Considerable tact and diplomacy in everyday contacts with Embassy personnel. Must be able to perform with accuracy and attention to details.

**16. POSITION ELEMENTS:**

**a. Supervision Received:** Directly supervised by the HR Specialist.

**b. Supervision Exercised:** None.

**c. Available Guidelines:** Local labor law, pension law and social security laws, 3 FAM, 3 FAH,4 FAH, LES Handbook, post's personnel policies, oral and written directives of the Management Officer and supervisor

**d. Exercise of Judgment:**

Must exercise good judgment in setting job tasks priorities. Must be able to judge correctly which personnel actions should be prepared in specific cases. Must be able to judge which particular cases should be referred to the supervisor. Must exercise considerable judgment and discretion in sensitive personnel staffing and pay matters.

**e. Authority to Make Commitments:** none.

**f. Nature, Level, and Purpose of Contacts:**

Daily contacts with American and LE Staff of the Embassy. Serves as the primarily point of contact with Financial Payroll Centers, local bank and Pension Fund of Turkmenistan on retirement program related problems.

**g. Time Expected to Reach Full Performance Level:** One year.