



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;">Kampala</p>	2. Agency <p style="text-align: center;">State</p>	3a. Position Number <p style="text-align: center;">540004</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) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) Reorganization of section

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

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

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
 Job holder is the Mission's main timekeeper and point of contact for all timekeepers. Job holder verifies timekeeper submissions and assists in providing timekeeper training whenever needed. Job holder is also responsible for records management within the Human Resources Office. This includes correct filing and storage of both American and Locally Employed Staff personnel records. Job holder performs other duties for American staff, including embassy and host-country government check-in, assists with family member employment programs, including awards, and drafts personnel actions. Job holder is directly supervised by the Human Resources Officer.

14. Major Duties and Responsibilities _____ % of Time
 Time and Attendance (25%)
 Incumbent has the overall responsibility for management of the Missions time and attendance operations. Serves as POC for all keepers, verifies their submissions, and assists in correcting error/data. Provides job training on T&A procedures, researches, interprets and explains regulations to all levels of staff of the Mission. Incumbent serves all mission employees to interpret earnings and leave statements while maintaining open communication channels and working relations with FSC Global financial Services to ensure rapid response to payroll concerns. Incumbent also manages communication and drafts formal notifications of T&A, and Earning and Leave Statement (ELS) including negative leave balances, overtime, cash payments etc and processes danger pay requests. Incumbent provides guidance, advice and assistance to employees on wide variety of personnel matters, such as retirement. (See Addendum 1)

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Addendum 1

recruitment, appointment, probation period and advises on all U.S. Mission Policies.

Records Management

(25%)

Incumbent is responsible for filing of all the section's personnel records and official documentation. This includes personnel action cables, disciplinary letters, assignment notification cables, travel orders, and any other personnel information. Closely adheres to HR regulations for personnel records as found in 3 FAM. Makes copies to cross file documents when necessary.

In coordination with HRO and the Human Resources Specialist, organizes the HR shared folder files so that documentation can be retrieved in an orderly manner. Incumbent maintains subject files for historical recordkeeping for important documents such as local compensation plans, salary surveys, policies, earnings and leave reports, classification reports. Job holder retires files in accordance with 5 FAM and shreds as required. Is responsible for managing the HR archives by creating and maintaining databases with titles and properly kept HR correspondences for easy future access. Job holder is responsible for filing of performance evaluation reports for all LE Staff according to the Performance Management Policy.

In the absence of an EFM HR Assistant the incumbent will oversee recruitment of all Eligible Family Member positions including advertising, setting up interviews, and communicating with applicants. (10%)

Prepares and processes employment actions for non-LE Staff, including travel messages (TMs), personnel actions (SF-50s), resignations, and Intermittent Non-Work Status (INWS). (10%)

Awards Program. In coordination with HR staff, implement Interagency Mission Awards Program, including preparation of certificates and documentation for the Joint Country Awards Committee. Arranges framing and presentation of awards. Files award information and facilitates submission to Washington. (5%)

Provides check-in information for non-LE Staff. (5%)

Prepares documentation to obtain local drivers' licenses on behalf of non-LE Staff. (5%)

Ensures supervisors of EFMs receive guidance on performance evaluation, work development plans and benefit information, including timely reminders of due dates. Closely follows required evaluation reports for Eligible Family Members, reminding supervisors when evaluations are due. (10%)

Orders supplies for the section. (5%)

Performs other tasks as assigned. (5%)

15. Qualifications Required For Effective Performance

- a. Education
Completion of secondary school (both "O" and "A" levels is required).
- b. Prior Work Experience
Three years of clerical/administrative experience in Human Resources or Administration is required.
- c. Post Entry Training
On-line training on Department of State policies and procedures, database management, and professional development. Human Resources courses taught regionally by the Foreign Service Institute in Washington, D.C.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level III speaking/reading/writing English is required. Level II speaking of two local languages is required.
- e. Job Knowledge
A good working knowledge of general human resources practices and conduct, and the ability to maintain confidentiality is required.
- f. Skills and Abilities
Must have keyboarding skills that include speed at 30 words per minute. Ability to use various Windows-based computer applications such as Microsoft Office and Publisher is required. The ability to understand and apply regulatory guidelines at work is required. The ability to exercise tact in dealing with customers is required.

16. Position Element

- a. Supervision Received
Receives direct supervision by the HRO.
- b. Supervision Exercised
None.
- c. Available Guidelines
Foreign Affairs Manual, Foreign Affairs Handbook, Office of Overseas Employment (HR/OE) guidelines.
- d. Exercise of Judgment
Exercises sound judgment in establishing priorities and meeting deadlines.
- e. Authority to Make Commitments
None.
- f. Nature, Level, and Purpose of Contacts
Contact with all levels of embassy staff and family members for purposes of facilitating HR orientation and employee maintenance activities. Outside contact with mid-level Ugandan government officials for purposes of obtaining information on behalf of the Human Resources Officer.
- g. Time Expected to Reach Full Performance Level
One year.