



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;">DOS</p>	3a. Position Number <p style="text-align: center;">101631</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

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

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section	a. First Subdivision
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
 Serves as the assistant and advisor to the HR Specialist and HR Officer on all Mission-wide American issues regarding administration of the American personnel program at the embassy including in and out processing of American staff, welcome to Post, arrival and departure TM channels, managing the accreditation process and may be required from time to time to advise American staff on benefits information. Also responsible for maintaining the American staffing pattern and assisting non STATE agencies' American staff on U.S. personnel operations.

14. Major Duties and Responsibilities _____ % of Time

Accreditation/Administrative Duties 45%

a) For employees already in country, requests revalidation of expiring Ugandan visas and ID cards for all diplomatic personnel, administrative and technical staff, family members and third-country nationals in the Mission. Sends request to GSO for Foreign Ministry to replace lost or damaged ID cards. Liaises with GSO to ensure several Government offices, including the Foreign Ministry, and the Immigration Service, are properly informed on the above issues.

b) Maintains U.S. staffing pattern (all agencies). Issues quarterly staffing pattern, statistics on number of U.S. personnel on board, and (See Addendum 1)

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Addendum 1

U.S. positions authorized. Issues other statistical and non-recurring reports as required.

c) Responsible for the establishment and control of U.S. records and file systems, including all agencies. Performs other duties as requested by HR Officer and HR Specialist.

Check-In and Check-Out of U.S. Personnel 30%

Responsible for the check-in and check-out of all U.S. Personnel, all agencies at post. Upon receipt of notification of assignment, advises the CLO and prepares cable to losing post to welcome new employees. Maintains a roster of arriving and departing employees and informs the Front Office on a monthly basis before the first Country Team meeting of the month so that the Ambassador can announce arrivals and departures. Ensures staffing pattern is kept up-to-date.

Upon receipt of assignment notifications, starts a personnel folder and prepares applications for pertinent visas and ID cards for employees and family members. Assists the HRO in conducting briefing with American employees and family members upon their arrival to post, preparing a full range of forms including personnel and emergency locator cards, health benefit forms, etc. Determines precedence of new employees on the diplomatic list and prepares diplomatic lists for timely submission to the Foreign Ministry. Keep American employees informed of their status regarding the accreditation process.

Upon notice of upcoming departure from post, processes documentation on all personnel departing from Embassy Kampala. Issues check-out forms in advance and monitor check-out material necessary for final clearance by Human Resources Officer.

Travel Messages 15%

Prepares and types in final form the full range of telegraphic personnel actions and TM messages/cables for staff in Kampala including welcome to Post, arrival (TM8) and departure (TM5). May be required to extract data from personnel files for preparation of various reports.

Sub section Time Keeper 10%

Performs duties as time keeper for all subsection timekeepers following guidance from the FAM. May be required from time to time to provide guidance to other time keepers as the need may arise.

15. Qualifications Required For Effective Performance

- a. Education
Completion of university degree in Human Resources Management, Public Administration, Business Administration, or Education is required.
- b. Prior Work Experience
Three years office experience in administrative or Personnel operations is required
- c. Post Entry Training
Completion of PA 235, American Personnel Management, is required. Online courses including Windows Time and Attendance, WebPass for Americans and LE Staff, Working with Personally Identifiable Information, and, as needed, other HR online courses are required.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level 4 (Fluency, speaking, reading, writing) English is required.
- e. Job Knowledge
Must be familiar with the organizational structure of the Ugandan Ministry of Foreign Affairs and other GOU entities. Familiarization with pertinent regulations of the various agencies at Post to include State and Non-State. A very good knowledge of 3 FAM, Standardized Regulations, HR (ICASS) services, diplomatic ranks and similar is required.
- f. Skills and Abilities
Must be a good typist (Level II- 30 wpm) with accuracy to cope with large volume of drafting and preparation of correspondence in final form. User's ability to operate Microsoft Office Suite. Must be personable and tactful in order to deal effectively with American employees and family members. Ability to work independently and effectively with only general supervision.

16. Position Element

- a. Supervision Received
Supervised by the HR Specialist.
- b. Supervision Exercised
None
- c. Available Guidelines
3 FAM, Foreign Office policies, Embassy Administrative Notices and policies, other agencies' regulations and instructions, Standardized Regulations.
- d. Exercise of Judgment
Judgment required in applying guidelines and in establishing priorities. Incumbent must display tact and diplomacy when dealing with American staff and working contacts in the Foreign Affairs Ministry.
- e. Authority to Make Commitments
None
- f. Nature, Level, and Purpose of Contacts
Maintains frequent contact with American staff, working- and mid-level officials within the Ugandan Ministry of Foreign Affairs and Embassy staff.
- g. Time Expected to Reach Full Performance Level
One year