

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO. 540004
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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. Reclassification of duties: This position replaces
 Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Updating Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other	Human Resources Assistant, FSN 305	07	AFRC: kmt	6/25/19
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Human Resources Assistant (Payroll)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management Office	a. First Subdivision Human Resources Office
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ <small>Typed Name and Signature of Supervisor Date(mm-dd-yy)</small>
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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. _____ <small>Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)</small>	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. _____ <small>Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</small>
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13. BASIC FUNCTION OF POSITION

The position is part of a HR team of ten, directly supervised by the HR Specialist. The Job holder is the Mission's main timekeeper and point of contact for all timekeepers. He/She is the payroll liaison for LE Staff and performs general administrative and clerical duties for the unit including records management within the Human Resources Office.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

Time and Attendance (40%)

Incumbent has the overall responsibility for management of the Missions time and attendance operations. Serves as POC for all time keepers; verifies their submissions, and assists in correcting error/data. Provides job training on T&A procedures. The Incumbent also manages communication and drafts formal notifications of T&A.

Payroll Liaison (20%)

The Incumbent will act as a payroll liaison on any matters and issues to do with LE Staff pay and interprets Earning and Leave Statement (ELS) including negative leave balances, delayed pay, overtime, and cash payments and ensures that all LE staff receive their e statements on time. He/she will maintain open communication channels and working relations with FSC Global financial Services and the payroll technicians to ensure rapid response to payroll concerns.

He/ She will keep track of LE staff who are retiring and follow up their terminal benefits including defined contribution payments (DCP) and duly inform the beneficiaries their benefits. The Incumbent will make a follow up on DCP quarterly statements for engaged employees and distribute them to the recipients carefully noting any changes. He/she will in addition coordinate with other agencies on verification of the FSN DCF termination processing prior to the payout being made.

The incumbent will participate in salary survey data collection and updates including conducting research and updating comparators information.

Records Management (20%)

The Incumbent will be responsible for filing section's personnel records and official documentation, closely adhering to HR filing regulations for personnel records as found in 3 FAM. The records include personnel action cables and payroll records, disciplinary letters, memos, EPR records, training records award records.

In coordination with Human Resources Officer and the Human Resources Specialist, the incumbent will organize the HR shared folder files so that documentation can be retrieved in an orderly manner. He/ She will conduct records and file maintenance including file census and weeding, archiving and maintaining HR databases in line with the disposition schedules. The Incumbent will maintain subject files for historical recordkeeping for important documents such as local compensation plans, salary surveys, policies, and earnings and leave reports, classification reports. The Job holder will retire files in accordance with 5 FAM and shred them as required.

HR Administration and Clerical Duties (20%)

As part of the HR team, the Incumbent will provide guidance, advice and assistance to employees on wide variety of personnel matters, such as retirement, recruitment, appointment, probation period and advice on L.E staff Mission Policies.

He/She will prepare for and proctor English Proficiency Tests and any language test and subject matter tests, participate in the on boarding recruitment process through screening applications, preparing interview packages, arranging for interviews, coordination of candidates and writing invite plus regrets to candidates.

The Job holder will liaise with both the Public Diplomacy website section and the external publishers to ensure timely and accurate vacancy announcements (VA) for all sites including the electronic site, keeping track of the VA closing dates and notifying the respective HR Assistants for screening purposes. He/she will draft questionnaires for e recruitment forms and will act as the point of contact for USAID job adverts and publishing.

As part of the HR team he/she will, be involved in the awards program by framing certificates and preparing documentation for the Joint Country Awards Committee.

The incumbent will offer administrative support to the SIV committee by preparing committee files for the applicants and photocopying all documentation required in addition to preparing the meeting rooms and drafting simple emails to members.

He/she will cross check training requests data and eligibility with the sections approved plan and work development plans and file training completion certificates.

In the absence of the HRA on the American Portfolio and as backup, the incumbent will provide check-in information for USDHs and support such as taking photographs. In the absence of an EFM HR Assistant the incumbent will assist in recruitment of all Eligible Family Member positions including advertising, setting up interviews, and communicating with applicants. Additionally the incumbent will serve as a backup to the Administration Clerk.

He/she may be required to do field runs to the Ministry of Foreign affairs and Ministry of Internal affairs and Uganda Revenue authority concerning follow up on Diplomatic ID's, passports and TINs.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of 2 years of general college studies is required

b. Prior Work Experience:

Three years' experience in Human Resources or Administration is required.

c. Post Entry Training:

PK217 Records Management For Everyone (DL-LearnCenter)

PA454 Annual Ethics Training (DL-LearnCenter)

PS800 Cybersecurity Awareness (DL-LearnCenter)

PA431 - Web.PASS Post Personnel: Local Track (DL-LearnCenter)

PA432 - Web.PASS Post Personnel: American Track (DL-LearnCenter)

PA331 - Basic Human Resources (Classroom 5 days)

ERA training at post, 5 days,

Basics of Time & Attendance for Overseas Staff Course Code: GFS50

Overseas Payroll and allowances -GFS551 Classroom FSI, 5 days,

d. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*
Level IV fluency in speaking/reading/writing English is required.

e. Job Knowledge:

A good working knowledge of time keeping, record management 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 the full range of Microsoft Office suites to include Microsoft word, excel and power point 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 ELEMENTS

a. Supervision Received:

Human Resources Specialist

b. Supervision Exercised:

None

c. Available Guidelines:

Foreign Affairs Manual, 3FAM and Foreign Affairs Handbook, Office of Overseas Employment (HR/OE) guidelines.HR Standard operating procedures. 4 FAM and FAH. Local Compensation Plan,

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:

Internally contacts and works 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. These include Ministry of Foreign affairs officials, Ministry of Internal affairs officials, Uganda Revenue Authority officers, Newspapers vendors

g. Time Expected to Reach Full Performance Level:

One Year