

## **Position Description**

### **Senior HR Assistant**

#### **Basic Function of the Position:**

Provides HR assistance for US direct hire (USDH) employees and EFM employees. Provides back up support for basic LE Staff issues. Provides administrative support to MGT Officer as needed.

#### **Major Duties and Responsibilities:**

##### **30% - USDH Employee Evaluation Report Program**

Assists HR Officer with administering USDH Employee Evaluation Report (EER) program. Coordinates directly with USDH employees at all levels to ensure work requirements statements are submitted timely, counseling sessions occur, and EERs are prepared in accordance with State regulations. Monitors due dates including tenure dates for untenured Junior Officers to verify submission dates. Responds to inquiries regarding USDH EER program.

##### **20% - Eligible Family Member (EFM) Program**

Assists with preparing vacancy announcements and the EFM recruitment process. Assists with drafting EFM personnel actions and coordinates with SCA and other Bureau offices to ensure actions are processed timely and accurately. Assists with inprocessing EFM employees. Works with FMO, FSC and SCA on salary, timekeeping and other issues. Assists HR Officer with administering EFM Employee Evaluation Report (EER) program.

Presents orientation for EFM hires in conjunction with CLO. Works with CLO to conduct workshops on EFM employment. Assists with managing EFM employment outside the Mission (bilateral agreement). Process security clearances on eQip for EFM employment.

##### **15% - US Direct Hire Personnel Management**

Provides HR support for programs relating to USDH Staff. Assist with preparing EFM personnel actions. Advises on FEGLI, TSP, and all other US personnel programs/issues. Responds to pay

inquiries and coordinates with FSC as necessary to resolve issues. Monitors cable traffic for Travel Messages. Advises, prepares, and verifies receipt of travel requests, i. e. Home Leave, R&R, Educational Travel, Travel of Children of Separated Parents.

Responsible for conducting periodic surveys - Retail Price, Post Differential, Living Pattern. Responsible for oversight of survey project if delegated to outside source(s) for completion and/or compilation of data. Ensures data is input properly and timely into system and submitted for review.

Works with Supervisor and HR Assistant (American matters) to ensure USDH matters are addressed timely and accurately. Reviews procedures and updates them as necessary in accordance with new guidance.

### **15% - Data Management**

Ensures webPASS is up to date for American personnel, including EFM employees on Family Member Appointments. Responsible for maintaining local personnel files for USDH employees and EFM/FMA employees. Uses database to prepare reports such as US staffing pattern and dependent reports.

### **15% - Administrative Support**

Provides general administrative/clerical support to Human Resources Officer and, when needed, to the Management Officer. Performs management tasks of sensitive nature as required by Management Officer.

### **5% - Locally Employed Staff**

Provides back up support as required.