



15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Two years of progressively responsible secretarial, clerical, or administrative management experience is required.

c. Post Entry Training

Three months of on-the-job training will be provided to allow the incumbent to become familiar with USG personnel management records, files and regulations. On-line training in the WebPass database program, and basic HR management course.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level III (good) English language skill is required (Speak/Read/Write).

e. Job Knowledge

Good working knowledge of general office operations and procedural requirements pertaining to functions performed in the HR office.

f. Skills and Abilities

Good working knowledge of MS Microsoft Word, Excel and Power point programs. Excellent interpersonal and organizational skills are required. Tact and diplomacy in person-to-person contacts with newly arrived American and LE Staff personnel and in dealing with other agencies at post.

16. Position Element

a. Supervision Received

Direct supervision received by HR Specialist, periodically serves under the HR Assistant. Expected to perform work assignments independently and in a timely fashion.

b. Supervision Exercised - None

c. Available Guidelines

Department of State regulations (3 FAM, 3 FAH), Local Compensation Plan, Local Recruitment Handbook and FMA handbook.

d. Exercise of Judgment

Must be adept at dealing with personal/personnel matters and initiates those actions deemed necessary to ensure the confidentiality of personnel information and records.

e. Authority To Make Commitments – Makes commitment with time scheduling for interviews

f. Nature, Level, and Purpose of Contacts

Incumbent may be required to interact with clients, host country officials, supervisors of employees, local business persons, Belize social security medical insurance agents and others to secure information required to carry out job assignments.

g. Time Expected to Reach Full Performance Level: Six Months.

#### 14. Major Duties And Responsibilities (Continue)

##### Clerical and Administrative Support

40%

- Provides clerical and administrative support to the HR Section including drafting and filing memoranda, letters, e-mails, or outgoing cables (including TM cables) and shredding.
- Prepares security compound access requests and escorts visitors.
- Assists with any training or HR presentations.
- Submits eServices requests and ARIBA/ILMS requests for the section.
- Assists with the processing of social security sickness/maternity/retirement benefit claims and medical insurance claims.
- Assists with obtaining necessary signatures on HR documents.
- Responds to routine employment letters and prepares loan letters.
- Assist with the awards ceremony by preparing packages for the awards committee, obtaining JCAC chair and COM signatures on the nominations, obtaining fiscal data, and preparing the certificates and the program for the ceremony. Assists with the ordering of refreshments and the set up for the event.
- Assembles HR articles to be printed in Embassy's bi-weekly newsletter.
- Coordinates and distributes documents signed by the Management Officer to the respective employees for action.
- Prepares guest lists for HR contacts and for gratuities and maintains contact database for the section including salary survey contacts
- Reviews and distributes cables to the appropriate staff members for action. Follows-up to ensure timely completion of the actions.
- Arranges the logistics for all HR meetings and/or training sessions.
- Prepare office signs for new employees.

##### Check-In/Check-Out

20%

- Assists in the check-in and check-out processes of newly arrived Americans and LE Staff by preparing and processing required employment forms, MFA accreditation documents including diplomatic notes, condition stamp and diplomatic ID requests, multiple entry visa for domestic workers, social security employer enrollment requests for new officers, preparing check-in folders, submitting out-processing packages, etc.
- Assists new employees with the preparation of the medical and pension enrollment forms and submits the completed forms to SAGICOR and ALICO.
- Tracks expired condition stamps, diplomatic IDs, Embassy IDs and social security cards and pursues the renewal of same.

##### WEBPASS

20%

- Enters new and departing employees' data in the WEBPASS system.
- Maintains and runs various WEBPASS reports including staffing and OBO reports.
- Using the WEBPASS database, updates birthday lists as required by the front office.
- Reviews the Embassy's telephone list and cascade listing for accuracy.
- Reviews post's profile and HR sections of our Embassy's website for accuracy.

##### Recruitment Assistance

20%

- Assists with scheduling appointments for applicants to be interviewed.
- Ensures vacancies announcements are posted on the site and removed when the announcement closes.
- Assists with the preliminary screening of job applicants to including receiving and logging the applications, preparing qualification sheets and eliminating unqualified applicants.
- Conducts or directs applicants' tests.
- Assists in interviews as needed.
- Schedules job interviews with finalists, supervisors, and if applicable, the Post Employment Committee (PEC) representative.
- Provides basic procedural information to job applicants.
- Prepares letters to non-selected applicants.
- Copies application forms/packages for the interview panel members.

Provide other clerical/administrative support to the HR office as may be required. In absences, serves as the back-up to the two HR Assistants and Management Secretary. In the absence of the Management Secretary, performs duties of that incumbent including time and attendance duties.

Incumbent may be required to perform any other duties as assigned.