



HUMAN RESOURCES CLERK

An opportunity is available to work as a Human Resources Clerk within the Regional Human Resources Office at the U.S. Embassy, Canberra.

Salary: A\$61,440 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. High School diploma or host country equivalent is required.
2. Two years previous office experience in a Human Resources Office is required.
3. English Level 4 (fluency, reading, speaking and writing) is required. This may be tested.
4. High level of competency with Microsoft Office Suite, especially Outlook, SharePoint and Excel is required. This may be tested.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office via email to: usaembrhro@state.gov by **November 15, 2016**.

Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted.*

Duties and Responsibilities Statement

POSITION TITLE: HUMAN RESOURCE CLERK

**POSITION GRADE LE- 6
(STARTING SALARY A\$61,440)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Provides general administrative and clerical assistance, in support of both the U.S. and Locally Employed (LE) staff programs.

Major Duties and Responsibilities

Administrative Support to Locally Employed & American Programs 40%

Provides administrative support and clerical assistance to RHRO and acquires a working knowledge of the Department of State Locally Employed and U.S. Personnel Programs.

General Clerical Support

Includes, but not limited to:

- Processing all incoming correspondence, assigning action to relevant RHRO staff members.
- Distribution of information to employees such as cables, notices and ad hoc materials.
- Enters personnel data into WebPass Post Personnel, prepares reports including the monthly Warden Lists, Mission Telephone Directories, Mission LE and U.S. Home Address Lists.
- Assisting with recruitment by scheduling interviews, as requested, and escorting applicants. Also schedules new employees to view the required EEO presentation.
- Assisting with maintaining the Embassy Bulletin Boards by ensuring job vacancy announcements are posted.
- Draft NSD38 requests and obtains necessary clearances and approvals.
- Maintains and replenishes office equipment and supplies including shredder, fax, photocopier, and network printers, and submits work orders for repairs, as required.

Office Receptionist

Incumbent receives telephone calls and directs them as appropriate. Responds to visitors providing assistance or directing them to the appropriate person in the section.

Records Management/Filing

Responsible for RHRO's central subject (TAG) files, and official personnel file (OPF) management and archiving including eFiling.

Employee Recognition Program (Awards) 20%

Working with the HR Assistant, reviews nominations submitted by supervisors to determine if the appropriate award has been recommended and if nomination has been prepared in accordance with 3 FAM. Organizes Joint Country Awards Committee (JCAC) meetings and prepares nomination folders for submission to JCAC

members for approval. Upon JCAC approval, secures further Department approval, if required, prepares and requests certificates and emblems; forwards nomination to GFS Bangkok or EAP/EX to process payment.

Incumbent is responsible for organizing and arranging the twice-yearly Awards Ceremony as directed. This includes arranging framing of certificates, designating date/time/venue, arranging photographer, organizing light refreshments, preparing invitations and announcements, and preparing a briefing memo for the Ambassador's presentation of the awards. Also forwards approved awards to the Consulates for presentation.

Verifies correct service computation date and prepares Locally Employed (LE) Staff "Length of Service Award" certificates and forwards to the Ambassador for signature; orders emblems for presentation to eligible recipients at the time of the awards ceremony. Responsible for all aspects of the annual presentation of "Safe Driving Awards" for the Mission drivers. This involves calculating amounts due to eligible drivers based on a percentage of current salary as detailed in 3 FAM regulations and requesting funding through GFS Bangkok.

Assists with general inquiries in eAwards.

Electronic HR 20%

Monitors RHRO's email inbox for unsolicited enquiries seeking employment with the U.S.G. Provides written responses via email.

Updates the RHRO SharePoint on a regular basis, new information becomes available, especially Vacancy Announcement notices. Liaises directly with ISC (Information Systems Centre) on any issues or problems with the site. Suggests improvements or additional information that should be included on the site.

Adds all new applicant data to the Recruitment Applicant Review spreadsheet for each vacant position.

Accesses and updates RHRO's electronic data for the Emergency Action Committee (EAC), Post Profiles and Post Reports; assists with HR-Online, and myServices requests.

Assists as required with entering employee information into the Post Personnel database.

Provides assistance on e2-Travel to RHRO staff and acts as RHRO travel arranger.

Timekeeping 5%

Serves as the timekeeper for the Regional Human Resources Office: prepares the fortnightly Time and Attendance (T&A) reports. Forwards completed T&A reports to the RHRO for signature, ensures that T&A is received by the Payroll Coordinator on time, and keeps up-to-date files of the T&A to cross reference data on salary checks.

Procurement Duties 5%

Incumbent is responsible for requisitioning all supplies for the office and preparing procurement requests for submission to GSO.

Serves as the primary Government Purchase Cardholder for RHRO with single purchase limit of USD\$3,000; total expenditure authorization of USD\$50,000 per month or as approved. Makes approved/authorized purchases as required within single purchase limit and monthly funding ceiling allocation amount. Enters procurement request details for each transaction into the Integrated Logistics Management System (ILMS) ARIBA database for approval. Resolves any transaction disputes or discrepancies in a timely manner. Reconciles Citibank purchase card statements on a monthly basis within 5 days of receipt. Forwards reconciled statements and supporting documentation to Approving Official for review and approval. After approval, sends original documentation to GSO for approval and then forwarding to FMC for payment. Maintains a copy for the file. Undertakes purchase card refresher training every 2 years or as required

Duty Officer Program 5%

Responsible for maintaining the Duty Officer Roster, Schedule and Handbook. Updates handbook weekly to ensure all Duty Officers are aware of any changes to policy and how to handle a variety of situations that may arise. Briefs Duty Officers on the Handbook, IPAD, and use of the Duty Officer Blackberry. Ensures that the Handbook is comprehensive, up-to-date and has sufficient guidance and references.

Back-up and Miscellaneous Duties 5%

May provide back-up assistance to cover in the absence of other RHRO staff

Back up to Payroll Coordinator (A54004).

The RHRO or Deputy RHRO may ask incumbent to perform other duties, as necessary, to ensure the smooth operation of the RHRO office.

SELECTION CRITERIA

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. High School diploma or host country equivalent is required.
2. Two years previous office experience in a Human Resources Office is required.
3. English Level 4 (fluency, reading, speaking and writing) is required. This may be tested.
4. High level of competency with Microsoft Office Suite, especially Outlook, SharePoint and Excel is required. This may be tested.

FOR FURTHER INFORMATION

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact Michelle Mohr on 6214 5778.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

HIRING PREFERENCE ORDER

- (1) USEFM who is **ALSO** a preference-eligible U.S. Veteran
- (2) USEFM **OR** a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
5. Candidates who are EFMs, USEFMs, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above):
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,

- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ **IMPORTANT:** Applicants claiming a U.S. Veteran's preference **must** submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).
- ✓ Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.

WHERE TO APPLY TO

Regional Human Resources Office

POC: Michelle Mohr

Email: usembrhro@state.gov

EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.