MAJOR DUTIES

HUMAN RESOURCES ASSISTANT (SUPPORT)

VA NUMBER: DARESSALAAM-2026-030

Locally Employed (LE) Staff Services - 45%

1. Overseas Personnel System (OPS):

Processes all types of personnel actions, including employment, within range increases, reassignments, extensions, suspensions, leave without pay, grade retentions, resignations, reduction-in-force (RIF), separations, retirements, and correction actions via OPS for all LE Staff.
Manages OPS by entering and revising data as appropriate, including personal information such as marriages, dependents and generates notifications to financial service center when authorized benefits are affected. Ensures proper documentation supporting changes are provided.
Prepares check-in forms of the newly hired local employees in accordance with post's Standard Operating Procedures and personnel regulations; briefs them about the current personnel policies and practices, local compensation and leave plans and assists them in establishing direct-deposit bank accounts with servicing bank and coordinates them with the Payroll Center.
Prepares annual renewals of Personal Service Agreements (PSAs). Examines personnel action requests for local employees to ensure that all attachments and personnel forms are complete and in compliance with applicable regulations and instructions. Maintains all subject files and Official Personnel Folders (OPFs) for LE Staff at post.

2. Medical/Life Insurance/Workers Compensation:

Basic administration of the medical/life insurance program/s for LE Staff at post. Updates lists of eligible dependents/spouse for medical/life insurance provider, as appropriate. Processes worker's compensation claims/forms and maintains records/files.

3. Awards:

Assists with preparations for semi-annual employee awards program, including but not limited to, preparing nominations for Joint Country Awards Committee (JCAC) review, compiling results, and preparing requests for cash awards by Financial Service Center. Prepares for the awards ceremony by printing certificates, drafting the programs, and arranging for refreshments and other logistics.

4. Training:

Maintains post's training program for LE Staff as per the allocated budget for each fiscal year on courses administered through Foreign Service Institute (FSI) or other various training institutes. Provides assistance with finding relevant courses, schedules and logistical arrangements for workshop participants. Ensures compliance with post training policy.

5. Performance Management Support:

Merit Based Compensation (MBC) Program: Ensures supervisors complete Annual Work Plans (AWPs), Mid-Year Discussions (MYDs), and Employee Performance Reports (EPRs) within policy guidelines. Keeps track of evaluation reports and follows up on all outstanding reports; when necessary, prepares

notification letters at the end of year to staff about their rewards, prepares memo to the Front Office listing all delinquent evaluation reports. Prepares spreadsheets and discussion papers/ad hoc reports as necessary.

6. Strategic Recruitment Support:

Assists in managing the local recruitment and onboarding program. This includes local employment market strategic recruitment plans, outreach initiatives, maintaining candidate sourcing tools, assisting supervisors with the interview process maintaining working level contacts, liaising with local organizations, educational institutions, or other community or professional groups to promote employment opportunities at the Post/Mission.

Conducts briefings/workshops/presentations to educate Mission staff on issues and processes such as performance management policy or other HR programs.

American Services - 35%

1. Check-In/Check-Out Duties:

Prepares and updates documents for welcome materials, working with team members, other Consulate offices and supervisors. Disseminates guides and packages in accordance with standard operating procedures. Prepares paperwork for approval of Members of Households (MOHs) as needed.

2. Cables:

Prepares Travel Message (TM) cables (such as TM3s, TM5s and TM8s), extension/curtailment, and reassignment at post cables for the supervisor's review and maintains control of documents. Enters TM data into Overseas Personnel System (OPS).

3. Ministry of Foreign Affairs and Accreditation duties:

Routine contacts with the Ministry of Foreign Affairs (MFA) on all matters regarding:

- diplomatic recognition of all USDH employees under Chief of Mission (COM) and their dependents.
- diplomatic recognition of temporary duty (TDYs) officers of agencies under COM.
- approval of US Eligible Family Members (EFMs) employment on the local economy.
- appropriate recognition of Third Country Nationals (TCNs) accompanying USDHs at post.
- dual citizenship implications towards recognition of USDH employees and their dependents.

Provides general advice to officers/supervisors on local policies and regulations related to visas and accreditation.

4. Other American Personnel Services duties:

Assists the main Point of Contact (POC) on American local employment program and Overseas Seasonal Hire Program (OSHP).

Assists in coordinating the NSDD-38 process for all USDH positions by drafting post response and collects reviews and approval for Front Office's final concurrence.

Assists in coordinating post's efforts to administer the Foreign Service Officer Test (FSOT) including soliciting for volunteers, coordinating a location as well as date/time, working with IT for logistics, and communicating with FSOT administrators, as necessary.

Researches HR databases to develop lists for special projects such as annual Mission-wide Cost Sharing Data Certification, ICASS workload counts, F-77 report for ACS' emergency evacuation, and/or provide ad hoc reports and statistics.
Prepares annual diplomatic and consular list in accordance with FAM requirements for submission to MFA publisher.

Administrative Support - 10%

Extracts information from various automated and written files to generate a variety of recurring reports and statistical data for the HR section.
Drafts cables, HR correspondence such as letters, memos, simple management notices, etc.
Creates and maintains electronic OPFs. Manages files in accordance with USG retention and destruction guidelines. Assists HR team with projects, as required.

Additional SJD Options - 10%

1. **Timekeeping**:
   Acts as a primary timekeeper for the Embassy, overseeing and managing post's Time and Attendance (T&A) database. Ensures accurate tracking of employee work hours, leave balances, and other attendance-related data, while resolving discrepancies and maintaining compliance with applicable policies.

2. **Liaison Responsibilities**:
   Serves as main Point of Contact and liaises regularly with medical service providers, MFA, and MOI regarding visa, accreditation, and diplomatic ID issues.

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.*