

The Human Resources Office would like to serve you better. For ease of contact, the following information is provided, listing the primary point of contact for each portfolio in the HR Unit. Please contact the appropriate HR staff member for assistance.

WHO'S WHO IN HRO U.S. EMBASSY FREETOWN

Margaret Sharpe – HR Specialist, SharpeMC@State.gov - Tel. 5192

Serves as the advisor to the Management Officer in implementing, directing, and performing HR services for LE and American staff to ensure effective management of HR processes. Primary point of Contact for GSO LE Staff, LCP , FSN Handbook, Workers Compensation, Medical Insurance Contract, NASSIT, and National Insurance Company, and Reduction in Force issues. Manages and handles all American issues (R&R, EVT, R&R, Allowances, Leave, etc.). Manage Mission's LE Staff SIV Program. Respond to the Local Compensation Questionnaire. Liaises with the Government of Sierra Leone, comparators, and non-government organizations. Researches labor code, and develops/revises HR policies and procedures. As Classification Advisor liaises with Regional MClass Classifier and sections on all classification related issues to ensure the accuracy and completion of documents. Conducts training on LE Staff Recruitment and Performance Management. Supervise 4 HR Assistants. Will back-up Daniella, HR Assistants in her/his absence.

Daniella Paris, HR Assistant, ParisDBC@state.gov - Tel. 5196

Primary Point of Contact for all Human Resources issue pertaining to EFMs, CDC, and FAC. Manages Post Overseas Personnel System (OPS). Reviews and updates staffing pattern ensuring that all data entry is current, accurate. Generates and provide input to Budget data calls for use in projected ICASS budget formulation. Assists with special projects.

Manage Post Awards and LE Staff of the Quarter Award Programs with AF. Liaises with FMO and Charleston regarding payments and tracking of Awards. Ensures all awards are updated in Web Pass. Is the main Timekeeper, reviewer, reporter and timekeeping trainer for Mission Freetown and sub Timekeeper for various sub-posts. Reviews Time and Attendance data inputted by sub-time keepers and alerts sub-time keepers to data that are ready for transmission. Close out and transmit T&A to Charleston. Handles Payroll and Earnings and Leave

Statement issues.

Processes arrival and departure TM Messages and SF-1190s for DH American and Serves as Position Classification Advisor. Work with supervisors to review position descriptions and job discussion help sheets to ensure accuracy and format. Coordinates LE Staff Orientation (shared duties). Coordinate EPRs for Family Members. Assumes the portfolio of HR Specialist in her absence.

Lansana Vandi, HR Assistant, VandiL@state.gov - Tel. X5190

Primary point of contact for IRM, HR, FMC, RSO, and LE Staff Recruitment. Prepares vacancy announcements for publication and advertisement in the local media. In collaboration with the Supervisors, coordinates interviews for applicants, prepares interview packages and escorts candidates to and from interview locations. Represents the Human Resources on interviews as assigned. Point of Contact and administers English Placement and Skills Tests. Drafts correspondence to applicants and coordinate LE Staff pre-employment processing for medical and background security clearances. Is the alternate main timekeeper, reviewer, and reporter and trainer. Is the Sub time and attendance keeper for Management section. Manage HR sharepoint. Assist with coordinating and preparing for the Awards Ceremony.

Provide back-up immigration and Foreign Ministry liaison, correspondence and coordination for visa requests and diplomatic privileges for American Personnel, especially during peak periods. Assist other HR assistant in processing LE Staff employee allotments. Principal contact to submit requests through ILMS/Ariba for HR services including newspaper advertisement, pre-employment physical, order for award materials, refreshments, etc. Manages office supplies and equipment, subject files and OPFs for LE and American staff for all agencies. Pre-screens applications and coordinates LE Staff Orientation (shared duties). Receives and sorts applications forms, creates listing of applicants.(shared duties). Assume the portfolio of Augustus in his absence duties).

Amida, Hanciles, HR Assistant, Hancilesa@state.gov – Tel. X5196

Point of contact for LE Employee Performance Management. Establish and track EPRs and prepares all correspondence for LE Staff performance evaluation report.

Follows through with supervisors, ensuring timely receipt of report and training supervisors and employees in the process. Process Within Grade Increases (WRIs), extensions, and change in employee status.

Primary point of contact for CONS, AID, PAO, and OBO issues. Assist with vacancy and media publications. Represents HR at interviews as required. Intake of new employees employment forms; inputs profile and process personnel actions to initiate new employees into payroll. Prepares list and details for medical IDs to new employees, ensures all new employees receive the LE Staff Handbook and signs for them. Establishes and manages files and OPFs for LE staff for all agencies, screen applications, and coordinates LE Staff Orientation (shared duties)

Coordinate NASSIT and NIC contributions. Prepares employee's contribution, facilitates fund transfer and submits to National Insurance Company. Sub time and attendance keeper and reporter for FMM, USAID, and Security sections.

Is the focal contact and processor of Travel Medical Insurance for LE staff official trips. Prepares Continuation of Service Certification for employees scheduled to attend training at FSI or elsewhere on USG funds. Assist with Awards ceremonies. Prepares vacancy announcements for publication and advertisement in the local media (shared duties). Back up Augustus on Allotments, Check-in and Check-out.

Augustus Kuyateh, HR Assistant, KuyatehAA@State.gov - Tel. X5190

Point of Contact for POL, ECON, DOD, EXEC, and HU. Manages USDH Check-in/Check-out, and Arrival/Departure lists. Point of contact for diplomatic accreditation and visas, and all related Immigration matters. Prepare TMThree Welcome cable. Process LE staff salary advance, loan, and change in bank account allotments. Supports recruitment process on high demand or when principal processors are absent. Represents HR section at interviews as required. Supports supervisor on other projects as required. Receives and sorts applications forms, creates listing of applicants. (Shared duties). Prepares vacancy announcements for publication and advertisement in the local media (shared duties). Receives and sorts applications forms, creates listing of applicants. (Shared duties). Will back up HR Assistant.