**A minimum of seven years work experience in an administrative, communications, security or related function is required. Please explain below how your experience meets this criterion using examples.**

More than 10 years of progressive experience in admin. services, finance and accounting, and human resources working in ADB and the WB. Personnel administration: recruitment of local staff, consultants and contractors; coordinated training programs; on-the-job training; performance coaching; supervised admin. staff; handled overtime, attendance, leave, confidential personnel records. Arranged travel for staff and HQ missions. Finance: coordinated and monitored budget; assisted in preparing annual budget and mid-term review; processed all office expenses in FMAS. Administrative: Contributed to day-to-day management of the office facilities and equipment; procurement of goods and contractual services and disposal of unserviceable assets. Coordination: Maintained regular contact with government agencies and international organizations for information on comparable salaries, allowances, benefits, security and various privileges and immunities entitled to local and expatriate staff.

**A minimum of two (2) years experience in personnel administration within an Executive Office or similar setting is desirable. Please explain below how your experience meets this criterion using examples.**

My experience covers working in the front office as Executive Assistant to Heads of Resident Mission of the Asian Development Bank and Country Office of the World Bank in the Kyrgyz Republic. The responsibilities included: coordination of supervisors' schedules; arranging appointments, travel arrangements; drafting routine correspondence, letters; coordination of logistics arrangements for the office and HQ visiting missions; assistance with personnel matters; supervision and coordination of work of junior staff; maintaining office filing system and records.’

Sick leave

Served as Overtime and Attendance Coordinator in ADB Resident Mission. Ensured that all leaves and absences were recorded in the system on a timely manner. Advised staff and contractors on the eligibility of leave entitlements according to ADB’s Administrative Order and guidelines. Worked closely with personnel to ensure that all relevant medical supporting documents are in order and submitted on time.   Processed medical reimbursements and medical deductions in Finance and Accounting System to meet payroll deadlines. Inputted, accessed, and compiled data and assisted with preparing reports on personnel leave status, utilization of leave entitlements. Back up arrangements during absence of staff.

Process all long-term absences, determine eligibility for various leave programs including Family and Medical Leave (FMLA) and temporary disability leave according to established guidelines, and provide employees with required timely notice. 3. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information on deductions from pay relating to absences, medical certification requirements, return-to-work dates, etc. 4. Work cooperatively with Finance department and risk management to process and coordinate all employee leaves and absences, including those relating to workers’ compensation claims and Sick Leave Bank. Leave/Benefits Specialist Job Description 5. Present information on leave benefits.