

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Panama	2. AGENCY State/Public Diplomacy	3a. POSITION NO. A 71023
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Redescription of duties: This position replaces
 Position No. N71202 , Secretary (Title) 120 (Series) 7 (Grade)

b. New Position

c. Other (explain) To reflect new duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yy)</i>
a. Post Classification Authority	Cultural Affairs Assistant, 6005	FSN-9; FP-5	MM	06/05/09
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Cultural Affairs Assistant	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Public Diplomacy	a. First Subdivision US Embassy
b. Second Subdivision Cultural Affairs Section	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. Belsi Medina <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Anne Coleman-Honn <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Mark X. Perry <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Under the guidance and supervision of the senior Cultural Affairs Assistant and the Assistant Public Affairs Officer the incumbent plans, schedules and administers all non-Fulbright exchange programs designed to achieve Mission Program Plans goals and objectives and enhance bilateral relations. The incumbent serves as the first point of contact for the programs.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**
 See attached

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
University degree in the liberal arts, education, business administration, economics, social communication, international relations, or applied sciences is required.
- b. Prior Work Experience:
Three years experience in cultural, educational or NGO work is required.
- c. Post Entry Training: Incumbent must take the Exchanges Training. Also, the incumbent must receive on-the-job training to learn Department of State policies and procedures.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level IV (Fluent) speaking/reading/writing English language is required. Level IV (Fluent) speaking/reading/writing Spanish language is required.
- e. Job Knowledge: Solid knowledge of country's economic, educational, social and political structures is required. General knowledge of USG structures, especially education is required. Must know how to use MS Suite applications and how to navigate the Internet and other on-line media sources.
- f. Skills and Abilities: Must have excellent organization, communication and interpersonal skills. Must be able to manage multiple tasks efficiently and follow directions and guidance easily. Must have the ability to follow-up on program details independently. Must have the ability to draft official correspondence in English and Spanish.

16. POSITION ELEMENTS

- a. Supervision Received: Directly supervised by the Senior Cultural Assistant and on occasions by the Assistant Public Affairs Officer.
 - b. Supervision Exercised: None
 - c. Available Guidelines: Mission Performance Plan, manuals and daily guidance from senior Cultural Affairs Assistant.
 - d. Exercise of Judgment: Must exercise good judgment to manage a variety of program activities and tasks at the same time and work under pressure to meet deadlines. Advise Supervisor on management of assigned duties and tasks.
 - e. Authority to Make Commitments: Has authority to represent the Public Affairs Section and to commit USG resources to programs with prior consultation and approval of APAO, PAO and/or Washington program offices.
 - f. Nature, Level, and Purpose of Contacts: Is the first point of contact for non-Fulbright exchanges programs. Interacts with a wide range of academic and professional contacts in English and Spanish, as well as in the public and private sectors and inside the Mission. Provides general information on programs and follow-up on inquiries and resolves problems with minimal guidance.
- Time Expected to Reach Full Performance Level: One year.

14. MAJOR DUTIES AND RESPONSIBILITIES

In accordance with Department of State guidance, the Mission Performance Plan (MPP), develops and executes a wide variety of DOS exchange programs relating to a broad range of MPP themes.

Manage all non-Fulbright academic and professional programs. These include:

Global UGRAD, the Community College program, the Opportunity Grants, the Summer/Winter Institutes, the Youth Leadership Program, the English Study Program, and the Youth Science Camp. Responsible for program planning, organization, administration, promotion and evaluation as well as grantee recruitment, selection, and orientation and follow-up including re-entry program activities. Develops and coordinates program publicity and press coverage with the Information Section and selects appropriate tools to market the programs to target audiences. Annual ECA Alumni Competition and other exchange programs for high school and undergraduate students. 50%

Ensure that all necessary logistical support and that written and oral communication are executed in a timely and efficient manner. Administer other exchange programs sponsored by the Department of State in support of MPP objectives. 15%

Maintains inventory of program promotion materials, and assists with the development of promotion materials and media coverage. Update scholarship programs on the Embassy website. 10%

Deals with high-level government and private sector officials, NGOs, university deans and rectors whose institutions support MPP themes. 10%

Provide reports for the weekly highlights and MAT (Mission Activity Report). 5%

Work with the Education Advising Center and university visits and recruitment tours. 5%

Perform other duties as assigned by the senior Cultural Affairs Assistant, APAO or PAO. 5%