

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> PANAMA	<b>2. AGENCY</b> ECON	<b>3a. POSITION NO.</b> 97-623503
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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.   N11003  ,   Pol Assistant   (Title)   1605   (Series)   FSN-10   (Grade)
- b. New Position
- c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Economic (Pol) Assistant, 1505	FSN-9; FP-5/1	MAM	08/12/09
b. Other				
c. Proposed by Initiating Office		FS-4/5		

<b>6. POST TITLE POSITION (if different from official title)</b> Economic/Political Assistant	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> American Embassy Panama	a. First Subdivision Economic Section
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b. Second Subdivision	c. Third Subdivision
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ <small>Typed Name and Signature of Employee                      Date(mm-dd-yy)</small>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ <small>Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)</small>
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<b>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.</b>  _____ <small>Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)</small>	<b>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.</b>  _____ <small>Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)</small>
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**13. BASIC FUNCTION OF POSITION**  
 The incumbent fulfills the duties traditionally assigned to an ELO complementing the work of the Economic and Political Sections eight FSOs, two OMS, and four LE Staff. Assist the Economic and Political Sections on specific and as-needed projects. The position's key portfolios will be financial section, labor issues, human rights, and anti-trafficking in persons. Incumbent will also research, draft and report relevant economic and political issues. The individual reports to the Economic Section Chief, works closely with the Political Section Chief, and periodically leads/manages ad hoc teams.

<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b>	<b>% OF TIME</b>
<b>See attached</b>	

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: BA or BS in history, government, language, management, liberal arts, economics, business, humanities, applied science, international relations, Law, marketing or engineering is required.
- b. Prior Work Experience: One year of progressively responsible professional office level experience such as in government service, with a nongovernmental organization (NGO), in a corporation or small business, in education, or in political activities, demonstrating a high level of accomplishment and potential is required.
- c. Post Entry Training: On-the-job training.
- 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 II (Limited Knowledge) speaking/reading/writing Spanish language is required.
- e. Job Knowledge: Must have basic knowledge of government structures, political parties and leadership, labor issues, and economics, including how they interrelate. Must be comfortable in an American workplace. Must have knowledge of foreign policy.
- f. Skills and Abilities: Must have initiative and be a self-starter. Must be flexible, responsive and able to perform under the pressure of tight deadlines. Must be computer literate, including ease of using Word, Outlook, Excel, Power Point and the Internet. Must have the ability to obtain and analyze material from varied sources and prepare factual reports in precise and accurate form.

#### **16. POSITION ELEMENTS**

- a. Supervision Received: Reports directly to the Economic Section Chief.
- b. Supervision Exercised: None
- c. Available Guidelines: 10 FAM, 11 FAM, cables, miscellaneous directives
- d. Exercise of Judgment: With often minimal supervision, must exercise sound judgment, know-how to achieve tasks. Must know when, how, and who to consult and exercise discretion in carrying out duties.
- e. Authority to Make Commitments: None
- f. Nature, Level and Purpose of Contacts: Must be able to develop and maintain high and intermediate levels in government.
- g. Time expected to Reach Full Performance level: Six months

## 14. Major duties and Responsibilities (continuation)

### ECON

55%

- Coordinate activities related to labor issues, including as they relate to the Free Trade Agreement.
- Coordinate activities related to the financial sector, including financial transparency, banking sector, foreign direct investment and money laundering.
- Assist in research and reporting related to “tax haven” and financial transparency issues.
- Research and report on relevant economic issues.

### POLITICAL

- Coordinate activities related to human rights, including ethnic, religious freedom, gender and children’s issues. Work with GOP, NGOs, and relevant USG agencies.
- Coordinate activities related to anti-Trafficking in persons (TIP) including working directly with GOP authorities, non-governmental organizations (NGOs), other Embassy sections and the Department of State and of Labor.
- Draft reports on human rights, religious freedom, trafficking in persons and child labor.
- Research and report on relevant political issues.