

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	AGENCY STATE	3a. POSITION NO. 97-294442
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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 X No

4. REASON FOR SUBMISSION

- a. Reclassification of duties: This position replaces
 Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- x c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Affairs Assistant, 6002	FSN-9; FP-5	GS	05-05-05
b. Other				
c. Proposed by Initiating Office				

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

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
<hr/> <p style="text-align: center;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<hr/> <p style="text-align: center;">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

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.	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.
<hr/> <p style="text-align: center;">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<hr/> <p style="text-align: center;">Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION
 The incumbent is responsible for developing and coordinating people to people links between Panama and U.S.

- 14. MAJOR DUTIES AND RESPONSIBILITIES** **100 %**
1. Serve as a resource, liaison and clearinghouse between individuals and non-governmental organizations in the U.S. and Panama interested in developing non-professional or volunteer exchanges/programs and community development projects; 70%
 2. Identify and develop people-to-people projects/activities including those proposed by the Ambassador, Deputy Chief of Mission (DCM), the Public Affairs Section and/or other sections and agencies within the Mission which support the Mission Performance Plan (MPP) goals; 20%
 3. Coordinate publicity and information regarding these activities for media placement or other appropriate information sharing activities; 5%
 5. Create and maintain files and databases of U.S. NGO and private sector charitable activities in Panama. 5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of bachelor degree in liberal arts or social science is required.
- b. Prior Work Experience:
Two years of community relations-type experience in an NGO, social, governmental or academic institution or equivalent is required. Community development experience in U.S. and/or developing countries is required.
- c. Post Entry Training:
Window and Internet navigation applications, Microsoft, and other computer applications training as applicable.
- d. Language Proficiency:
Level III (Good Working Knowledge) Speaking/Writing/Reading English is required. Level II (Limited Knowledge) Speaking/Writing/Reading Spanish is required.
- e. Knowledge:
General knowledge of country's economic, educational and political structures. Familiarity with U.S. NGO sector. Must have knowledge of Microsoft Office Suite.
- f. Skills and Abilities:
Must have excellent inter-personal, communication, and organizational skills, including ability to work independently, problem solve and manage multiple tasks simultaneously. Must be able to use Internet and other resources to seek linkages for NGO and others.

16. POSITION ELEMENTS

- a. Supervision Received:
Incumbent expected to work with minimal supervision. Guidance provided by the DCM and PAO.
- b. Supervision Exercised:
N/A
- c. Available Guidelines:
Mission Performance Plan and occasional guidance from PAO and Front Office
- d. Exercise of Judgment:
Incumbent must differentiate between legitimate, responsible organizations and those with whom the Embassy should not associate. Political sensitivity important; incumbent must not raise expectations unduly while simultaneously conducting outreach in a positive manner.
- e. Authority to Make Commitments:
N/A
- f. Nature, Level and Purpose of Contacts:
Represents the Ambassador to a wide range of community, religious and civic professional contacts. Follows up on activities independently and resolves problems with minimal guidance. Some in-country travel required.
- g. Time Expected to reach Full Performance Level:
4 months