

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 PAS/IO	3a. POSITION NO. A73007
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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. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) To update duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Information Assistant –6105	FSN-9; FP-5	JG	09/19/05
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Public Affairs Section
b. Second Subdivision Information Office	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.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

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.
Anne Coleman-Honn, APAO _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	Tabrese E. Venson _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Under general supervision of the Public Affairs Officer and the Assistant Public Affairs Officer, daily searches Internet for articles related to Panama and bilateral issues, and immediately distributes relevant articles, via email to the Communications Officer for distribution to the Ambassador, DCM, Pol/Econ Section Chiefs, FCS, PAO, APAO, and CO; conducts "advance" meetings to sites where PAS-sponsored events will get press coverage; organizes logistical aspects of press coverage; ensures that journalists are properly positioned for press coverage and receive Embassy-issued press releases. Supervises Distribution Clerk (A76022) and Social Media Coordinator (A73023)

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
University degree (BS or Licenciatura) in Social Science, Journalism, Public or International Affairs is required.
- b. Prior Work Experience:
Five years experience in administrative, public affairs or educational fields.
- c. Post Entry Training:
None. During probationary period, incumbent must take training in computer programming language and design software applications (HTML and Front Page) and training in speech writing and public speaking.
- 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 Spanish is required. Level IV (fluent) Speaking/Reading/Writing English is required.
- e. Job Knowledges:
Excellent knowledge of Panamanian political and social environment, media, information systems and government and academic institutions is required. Good knowledge of internet and electronic communication issues, databases and webpage design is required.
- f. Skills, and Abilities:
Ability to develop and maintain effective working level professional contacts with key media personnel and government officials. Ability to make recommendations on the selection and release of information. Ability to communicate effectively with American officers on information programs and on media trends and reactions.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the Assistant Public Affairs Officer,
- b. Supervision Exercised:
Supervises incumbent of position A76022 Distribution Clerk and A73023 Social Media Coordinator.
- c. Available Guidelines:
Post guidances set by the PAO and the APAO.
- d. Exercise of Judgment:
Incumbent is given wide latitude for creativity and independent judgement when writing and producing materials for distribution and placement. Often acts alone at press conferences and briefings, in selecting and supervising the distribution of such materials, and when planning major programs.
- e. Authority to Make Commitments:
May make initial commitments in resources and personnel, always being confirmed by APAO/PAO.
- f. Nature, Level, and Purpose of Contacts:
Develops and maintains professional contacts with media, government officials, mission personnel and other post audiences, to better advise the PAO and APAO on local media and political environment.
- g. Time Expected to Reach Full Performance Level: One year.

14. Major duties and Responsibilities

% of time

1. Daily, searches Internet for articles related to Panama and bilateral issues, and immediately distributes relevant articles via email to the Communications Officer for distribution to the Ambassador, DCM, Pol/Econ Section Chiefs, FCS, PAO, APAO, and CO. Produces a daily news highlights report for embassy inside dissemination. Also, daily read Panama's six local newspapers and clips and formats bilateral news and sends copies of relevant articles to CO/APAO/PAO. Translates extracts of important editorial comments and transmits it to the foreign media reaction unit in the State Department's Office of Research. Advises the PAO, APAO, and CO on media play and on how important issues are being treated by the Panamanian press. Drafts Mission Activity Tracker (MAT) reports on press coverage of PAS-sponsored events. Drafts Mission Activity Tracker entries on placement of Washington and PAS written materials.

25%
2. Conducts "advance" meetings to sites where PAS-sponsored events will get press coverage; organizes logistical aspects of press coverage; ensures that journalists are properly positioned for press coverage and receive Embassy-issued press releases. Arranges press conferences at the Embassy and logistics for press events outside the Embassy where PAS or other Mission personnel are involved.

25%
3. In the absence of the Press Specialist: Acts as the point of contact for PAS with media representatives and public affairs officials in government the private sector agencies and other organizations. Responds to queries, according to approved guidelines, and in consultation, with the PAO and APAO. Coordinates bilateral events and press releases with Panamanian government ministry public affairs officers. Organizes briefings for local as well as U.S. and international journalists. Serves as liaison between the Ambassador and reporters at major public events. As the supervisor for the social media coordinator, provides support to social media activity and Web site updates as needed. Serves as back up translator/interpreter in the absence of the Cultural Assistant/Translator.

10%
4. Designs and arranges programs for visiting speakers in the fields of public affairs and the media. Drafts Mission Activity Tracker entries on speaker programs in the fields of public affairs and the media.

10%
5. Monitors PAS distribution section, and ensures the accurate and prompt delivery of publications and other information products.

10%
6. Routinely updates PAS's contact list of media owners, executives, and editors in Goldmine for access by all PAS personnel.

10%
7. Supervises the Social Media Coordinator and Distribution Clerk.