

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 USAID	3a. POSITION NO. PSC-525-73
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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 _____)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority USAID/Panama	Project Management Assistant - 4005	FSN-8	SA	04/12/2010
b. Other				
c. Proposed by Initiating Office USAID/Panama-ENRM	Project Management Assistant-Environment		RS	03/30/2010

6. POST TITLE POSITION (if different from official title) Project Management Assistant	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION USAID/Panama	a. First Subdivision General Development Office
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant _____ 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. _____ 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. _____ 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. 04/12/2010 _____ Typed Name and Signature of Administrative Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
This position reports to the Project Management Specialist in charge of all Environment and Natural Resources Activities at USAID/Panama. The Project Management Assistant serves as the Environment and Natural Resources Assistant (ENRM). In this capacity, provides technical support and backstopping to assure proper program implementation. This includes: 1) monitoring and evaluating activities, implementation progress and contractor/recipient compliance with contractual/agreement requirements and activity's targets, 2) reviewing disbursement requests and recommending approval, 3) follow-up specific topics with the Mission's team, GOP and NGO counterparts and contractors/recipients.
Performs research, reporting monitoring and analytical duties in support of senior environmental staff. May manage a small project of a non-critical nature and of limited complexity.

14. MAJOR DUTIES AND RESPONSIBILITIES **100 % OF TIME**

Drafts and processes a variety of USAID internal documentation including activity approval documents, Initial Environmental Examinations, scopes of work for activities and short-term consultancies; prepares accruals and portfolio review reports and prepares MAARDS, as needed.

Prepares reports such as, but not limited to, Global Climate Change, Biodiversity and Forestry, and Tropical Forest Conservation Act.

Drafts weekly reports as prescribed by mission/agency procedures as well as communications pieces for the local media and obtains required clearances.

Prepares sections of the operational plans and the PPR (Performance Plan and Report) as assigned by the supervisor.

The incumbent of this position is also the Alternate Mission Environmental Officer. In this capacity, reports directly to the Mission Environmental Officer on recommendations to enhance measures and best management practices for the Mission's activities. Ensures all activities under his/her responsibility comply with environmental guidelines. Develops guidelines for new types of activities and conducts on the spot checks.

As ENRM Assistant participates in technical meetings on behalf of USAID regarding the long term financial mechanisms. Actively participates in donor coordination meetings and alliance building for the environmental program.

The ENRM Assistant will be responsible for providing support for the implementation of USAID's environmental intervention which will cover a range of activities in a much larger area (including remote communities) that demand a high level of involvement, coordination with other NGOs and GOP agencies, site visits, and reporting. The incumbent of this position is responsible for the input in the Global Acquisitions and Assistance System (GLAAS) of all required information to initiate a GLAAS action for all activities related to the ENRM or other mission programs, as determined by the American or immediate supervisor.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Bachelor's degree in natural resources management, environmental sciences, forest management, environmental management or a closely related field is required.
- b. **Prior Work Experience:** Two (2) years of progressively responsible professional experience in development assistance or related work is required.
- c. **Post Entry Training:** On-the-job training concerning USAID policies and procedures (ADS) will be provided within the first two months after entry. Acquisitions and Assistance course; formal Reg. 216 training. Program/Project Management Certification; Accruals training (e-learning); GLAAS Training.
- e. **Language:** Level IV (Fluent) Speaking/Reading/Writing English language is required. Level IV (Fluent) Speaking/Reading/Writing Spanish language is required. (Testing will be conducted to determine the qualifications).
- f. **Job Knowledge:** In-depth knowledge of professional principles, practices and concepts of resource management, protected area management, environmental policy, host country environmental laws, regulations and norms. Particularly knowledgeable of USAID regulation 216 and USAID environmental guidelines.
- g. **Computer Skills:** Knowledge of Microsoft Office Suite is required.
- h. **Abilities and Skills:** The successful candidate should be proactive, possess the ability to deliver products under tight deadlines, and manage a variety of activities with a diverse group of counterparts from the public, private and international sectors. The successful candidate should possess the ability to obtain and analyze material from varied sources and prepare factual reports in accurate form as well as the ability to analyze environmental problems. Must possess exceptional interpersonal relation skills.

- a. **16. POSITION ELEMENTS**
 - Supervision Received:** Should be able to execute assigned duties independently

with general supervision from the ENRM Project Management Specialist.

- b. **Available Guidelines:** ADS, USAID Handbook 1 Suppl. B;3;11;15. These guidelines must be interpreted for each specific situation and thus job holder must have strong problem solving abilities.
- c. **Exercise of Judgment:** Requires mature judgment in negotiating with government and private sector officials when seeking information or solving problems. Must be able to analyze a problem and present various alternatives.
- d. **Authority to Make Commitments:** This position has no authority to sign obligation documents or other documents that require a warrant, nor the authority to make legal determinations that have effect of binding the US Government.
- e. **Nature, Level, and Purpose of Contacts:** Mission Senior Management and Embassy Mid Management (technical interpretation and policy guidance); GOP mid-level contacts (ANAM technicians and technical level staff in the Ministry of Agriculture. Communicates with implementing partners (Chief of Party and technicians). Regular interaction with representatives of international and local NGOs and other environmental projects.
- f. **Supervision Exercised:** None
- g. **Time Expected to Reach Full Performance Level:** Twelve months.

