

# 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> POL	<b>3a. POSITION NO.</b> A20102
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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.   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
b. Second Subdivision	c. Third Subdivision

<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>  James Bangert _____ <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>  Mark X. Perry _____ <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 Econ/Pol sections 8 FSOs, 2 OMS, and 4 LES. This individual serves as the Embassy's human rights officer, labor officer, and trafficking-in-persons (TIP) coordinator, religious freedom, child labor, financial transparency and "tax haven" coordinator, preparing annual reports and executing projects in these and related political and economic fields. This individual reports to the Economic Section Chief and periodically leads/manages ad hoc teams.

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

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: BA or BS in history, government, language, management, liberal arts, humanities, applied science, International Relations, Law, marketing or engineer 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, in the social science, research and reporting or significant study 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 III (Good Working Knowledge) speaking/reading/writing English language is required. Level II (Limited Knowledge) speaking/reading/writing Spanish language is required.
- e. Job Knowledge: Must have knowledge of political structures, parties and leadership, labor issues and basic economics in both theory and practice. Must have a good knowledge of economic and social elements that affect political developments. Must have an extensive ability to adapt to American workplace protocol, social customs and personalities. Must have knowledge of foreign policy. Must have good knowledge and understanding of social and political culture.
- f. Skills and Abilities: Must show initiative and be a self-starter. Must be able to develop and maintain an extensive range of contacts at high and intermediate levels. Must have the ability to obtain material from varied sources and prepare factual reports in precise and accurate form. Must possess wide ranging analytical skills and ability. Must be computer literate. Must be familiar with correspondence and reporting formats. Must be familiar with scheduling and arranging meetings. Must be able to move comfortably and knowledgeably within the varied levels of the ECON/POL section's required contacts. Must be able to be flexible, responsive and to perform under the press of tight deadlines.

**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 and when to consult and exercise discretion in carrying out the duties.
- e. Authority to Make Commitments: None
- f. Nature, Level, and Purpose of Contacts: Must be able to develop and maintain contacts at senior levels within government and at high and intermediate levels within business community.
- g. Time Expected to Reach Full Performance Level: Six months

**14. MAJOR DUTIES AND RESPONSIBILITIES (continuation)**

**ECON**

**55%**

- Coordinate all issues related to labor and manage labor issues as they relate to the Free Trade Agreement.
- Draft major economic reports such as the Investment Climate Statement and National Trade Estimate.
- Assist in research and reporting related to “tax haven” and financial transparency issues.
- Research and report on relevant economic issues.

**POLITICAL**

**45%**

- Develop contacts with respect to, report on, and brief on human rights in Panama, including ethnic, indigenous, religious freedom, gender, and children’s issues.
  
- Coordinate anti-TIP efforts working directly with GOP authorities, non-governmental organizations (NGOs), other Embassy sections, and the Department of State and of Labor. Implement and manage anti-TIP programs.
- Research and report on relevant political issues.

