

**U.S. Department of State
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	2. AGENCY STATE	3a. POSITION NO. A50026
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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.		(Title)		(Series)		(Grade)
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b. New Position

c. Other (explain) Update duties and Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Secretary, 120	FSN-7	JG	09/19/2004
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Secretary	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U. S. Embassy Panama	a. First Subdivision Management Section
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b. Second Subdivision	c. Third Subdivision
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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.
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Typed Name and Signature of Employee	Date(mm-dd-yy)	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.	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.
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Typed Name and Signature of American Supervisor	Date(mm-dd-yy)	Typed Name and Signature of Human Resources Officer	Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Serves as Secretary to the Counselor for Management Affairs with responsibility for coordination and implementation of management policy directed by the Management Counselor.

14. MAJOR DUTIES AND RESPONSIBILITIES _____ % OF TIME

(See attached)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Two (2 years) of college or university studies in the secretarial field is required.
- b. Prior Work Experience:
Three to five years of administrative or secretarial work required.
- c. Post Entry Training:
NONE. During probationary period, incumbent must receive 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 and Spanish required.
- e. Job Knowledges:
Knowledge of GOP organizations, structure and its Ministries, sub-Ministries, etc. is required. Must know a wide variety
of computer applications including Word, Excel, Outlook and Internet Explorer.
- f. Skills and Abilities:
Must have excellent communication, interpersonal and office management skills. Must be able to plan, organize schedules, organize logistic support for CODEL & VIP visits as well as meetings and to actively participate at such meetings. Typing level II and translation abilities required. Ability to draft correspondence is required.

16. POSITION ELEMENTS

- a. Supervision Received:
Counselor for Management Affairs- Limited supervision is exercise carrying out responsibilities of the position.
- b. Supervision Exercised:
Not applicable.
- c. Available Guidelines:
FAM Regulations, Standardized Regulations, FAM Circulars, GOP Decrees, Local Law, etc.
- d. Exercise of Judgment:
Considerable judgment is necessary when dealing with outside contacts, visitors, CODELS, TDYers, etc. Must use initiative since reliance is placed on subject knowledge and judgment. Independent judgment is utilized to perform and carry out responsibilities and duties. Ability to handle matters of sensitivity in a very confidential manner, i.e. advance notice on CODELS, VIPs, personnel problems and matters dealing with the Front Office. Makes suggestions and implements them, once approved, on own initiative to improve management services for the Mission.
- e. Authority to Make Commitments:
Must be in accordance with administrative regulations and policies.
- f. Nature, Level and Purpose of Contacts:
High level GOP officials, Ministries, private sector, i.e. Board of Directors, Presidents of private corporations and Mission Agency Directors.
- g. Time Expected to Reach Full Performance Level:
Twelve months.

14. MAJOR DUTIES AND RESPONSIBILITIES

Assists in the preparation of management reports by collecting data, analysis and making necessary recommendations based on incumbent's expertise.

Assures timely completion of required management reports.

Responsible for follow-up of all projects assigned by the Management Counselor; makes brief status reports on each project assigned by communicating with the party responsible for the assigned project.

Reviews all material requiring the signature of the Management Counselor. Acts as the manager expert in reviewing management correspondence, memoranda, diplomatic notes, cables, etc. Drafts management memoranda. Also prepares Management's country clearances.

Transmits oral and written instructions to mission employees on behalf of the Management Counselor.

In the absence of the Management Counselor, assures that all duties are performed to insure an effective management by assisting the Acting Management Counselor.

In charge of the diplomatic note tracking system including the receipt of correspondence coming from the MFA and its distribution and providing diplomatic notes numbers.

Reviews incoming and outgoing correspondence and routes them to the proper office for action.

Responsible for Management files.

Translates documents as necessary.

Screens visitors (official and unofficial) and callers.

Prepares the management daily agenda, schedule meetings, conferences.

Keep hotel rates records update.

Prepares material for distribution to appropriate parties.

Performs major duties in an independent manner consulting with the Management Counselor for clearances.

70%

Prepare travel orders for Management, Medical Unit and CLOs.

15%

<p>Makes necessary arrangements for CODELS VIPs, TDYers, etc. Prepares courtesy of ports notes to the Foreign Ministry for expected CODELS or VIPs coming to the Mission. Coordinates with Embassy sections and mission agencies to assure smooth management support.</p>	<p>10%</p>
<p>Responsible for the 4th of July fundraising program.</p> <p>Assist the CLOs during their absences by proofreading the Huaca Talk prepared by the editor and once corrections are made, send it to the spouses. Also, prepare and hand out welcome packages to newcomers or CODELS.</p>	<p>5%</p>