

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">Abidjan</p>	2. Agency <p style="text-align: center;">State Department</p>	3a. Position Number
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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 Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position YALI Model Space Director/ Alumni Coordinator

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other	Cultural Affairs Assistant, FSN 6005	9		
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">YALI Model Space Director/ Alumni Cordinator</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan</p>	a. First Subdivision <p style="text-align: center;">Public Affairs Section</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">Vacant</p> _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
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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. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function Of Position
 The Incumbent directs the programming and alumni outreach activities at the Young African Leaders Initiative Model Space in Abidjan. S/he develops, schedules, and conducts outreach programs aimed at a targeted audience of current or potential entrepreneurs. S/he works with the Public Affairs Section to ensure relevant agencies in the Mission are informed and integrated into the Model Space activities. The Alumni Coordinator will be the principal point of contact for exchange alumni who are interested in conducting workshops, digital video conferences, or training sessions in the Model Space.

14. Major Duties and Responsibilities

Program Development	100 50% % of Time
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Identifies, develops, plans, and executes programs related to promoting entrepreneurship. Collaborates with components of the Public Affairs Section, other Mission offices or agencies, and the District Government in order to efectively execute such programming. Develops these programs with the guidance of the Public Affairs Officer, and in collaboration with the Information Resource Center and the Cultural Affairs Section of Embassy Abidjan. Develops program content and the related budgets, in addition to organizing relevant promotion and publicity. Liases with specialists in Washington to identify speakers or resources. Evaluates program performance through surveys, statistical data, and anecdotal reports, then provides periodic update to PublicAffairs Section. Submits

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15. Qualifications Required For Effective Performance

a. Education

A university degree in American Studies, a business-related field (Management, Marketing, Entrepreneurship, etc.), Information or Library Science, or Education is required.

b. Prior Work Experience

Minimum three years experience in program planning and implementation is required. Demonstrated experience with information technology is also essential.

c. Post Entry Training

Continued training to keep abreast of new trends and developments in outreach program planning, and the management of American Spaces.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (Fluency) Reading/Writing/Speaking in both French and English is required.

e. Job Knowledge

Good planning, organizational, and problem solving skills are required. Knowledge of business or entrepreneurship techniques is required. Must have a good knowledge of U.S. political, cultural, and social structures as well as demonstrated knowledge of current and emerging technologies, including social media platforms.

f. Skills and Abilities

Ability to work independently and within a team. Must possess demonstrated initiative and creativity and ability to communicate effectively.

16. Position Element

a. Supervision Received

Works under the direct supervision of the Public Affairs Officer in consultation with the Cultural Affairs Officer and the IRC Director.

b. Supervision Exercised

Supervises a librarian and support staff at the YALI Model Space.

c. Available Guidelines

Department of State guidelines. U.S. Embassy manuals and instructions, including MSRP as well as information technology standards and requirements.

d. Exercise of Judgment

Will be given considerable latitude to plan and organize programming. Must exercise judgment in designimng, coordinating, and implementing outreach programs for target audiences, including youth, women, and exchange alumni.

e. Authority to Make Commitments

Subject to the approval of the Public Affairs Officer.

f. Nature, Level, and Purpose of Contacts

Liaison with members of target audiences (government officials, business, media, academics, youth, education officials) and Embassy officers to develop and implement programs.

g. Time Expected to Reach Full Performance Level

Six months to one year.

Addendum 1

reports for Mission Activity Tracker as needed.

Alumni Coordination:

45%

S/he maintains and expands ongoing relationships with alumni of USG-sponsored exchange programs, connecting them to professional development, funding programs, future Mandela Washington Fellows recruitment, and other opportunities for alumni. S/he also liaises with Department and USAID colleagues to publicize and facilitate broader Young African Leaders Network (YALN) programs available to Ivorians.

S/he creates and maintains an alumni database that interfaces with the ECA global alumni archive.

S/he also establishes, maintains, and expands excellent working relations with officials in various Cote d'Ivoire government departments, private sector, media, NGOs, and civil society institutions in order to further the reach and reputation of YALI programs. S/he ensures compliance with, and remains up-to-date on guidelines and regulations regarding the Mandela Washington Fellows, YALN, and other exchange alumni programs provided by the Department of State.

Other Duties:

5%

S/he performs all other duties as assigned to ensure the success of Alumni programs and to further U.S. Mission goals in Cote d'Ivoire.