



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</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 Recruitment

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Protocol Clerk, FSN-105	6		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">Protocol/Translator Clerk</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">AMERICAN EMBASSY, ABIDJAN, COTE D'IVOIRE</p>	a. First Subdivision <p style="text-align: center;">EXECUTIVE OFFICE</p>
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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.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Supervisor Date (mm-dd-yyyy)

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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)

13. Basic Function Of Position
 Under the direct supervision of the Protocol Assistant the Protocol Clerk assists the Protocol Assistant in the day to day duties as directed. Serves as back-up Protocol Assistant during any absences.

14. Major Duties and Responsibilities 100 % of Time
 Assisting Protocol Assistant: 40%
 The incumbent is responsible for as directed:
 - Placing phone calls for the Ambassador and DCM to request and provide information from host government officials, international organizations and other embassies.
 - Scheduling appointments for the Ambassador, DCM, or visiting USG officials with host government officials, other embassies and international organizations as required.
 - Develops, encourages and maintains good relations with the Protocol Office at the Presidency, National Assembly, Ministry of Foreign Affairs and other GOCI agencies.

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary schooling in general studies is required.

b. Prior Work Experience

Minimum of two years prior experience working as Administrative Assistant and translating documents, particularly in an international organization or environment where local government and diplomatic practices are exercised.

c. Post Entry Training

Training is on-the-job, including organizational familiarization.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level IV in French (Fluency) Speaking/Reading/Writing and Level III in English (Good working knowledge) Speaking/Reading/Writing are required.

e. Job Knowledge

Must be knowledgeable about current local political scene, social and economic conditions, USG policy. Must also know mission organizational structure.

f. Skills and Abilities

Must be thoroughly familiar with sources for research often needed. Should be able to maintain friendly and useful contacts with host government and Embassy personnel. Must have good computer skills and be able to use MS Office and other software applications as necessary.

16. Position Element

a. Supervision Received

The incumbent is supervised by the Protocol Assistant.

b. Supervision Exercised

None

c. Available Guidelines

The incumbent uses protocol guides (Guide du Protocole and Livre de Protocole). May receive guidance from officer who requires protocol services.

d. Exercise of Judgment

Must exercise good judgment in completing all assigned tasks.

e. Authority to Make Commitments

Incumbent makes commitments in terms of scheduling appointments, and meeting deadlines.

f. Nature, Level, and Purpose of Contacts

Contacts are made with secretaries and "Chefs du cabinet", office of protocol at GOCI ministries, Presidency and National Assembly, Secretaries at other embassies.

g. Time Expected to Reach Full Performance Level

Six months

Addendum 1

- Upon request, coordinates protocol appointments for the Ambassador.

- Maintains, updates and distributes on a regular basis an accurate detailed listing of the GOCI ministerial list and the diplomatic list for Côte d'Ivoire . Advises the Ambassador and DCM on protocol; drafts guest list and invitations as well as draws up seating charts for official functions.

Maintain Contact Database:

35%

- Maintain the Ambassador Contact Database. This includes inputting new contacts, keeping contact information current, purging outdated information.

Translator:

15 %

- Incumbent provides unofficial translations as required for the Executive Office

- provides general translation of routine correspondence by providing a synopsis of the content.

- Reviews and edits translations prepared by other sections and agencies in the mission.

- As required, attends official representational functions making introductions, translates and cultivates contacts with appropriate host government officials.

- Understands the necessity when called upon to work long hours and weekends.

Drafting (Secretarial):

10%

Incumbent drafts as requested:

-Routine correspondence in French for the Executive Office and, as requested, other sections (i.e., such as diplomatic notes, thank you notes, letters of invitation, etc).

-May be called upon to make editorial suggestions on submissions from other sections from other sections, such as speeches and other correspondence.