



classroom preparation and cleanup, audio-visual requests, coordination with program assistant/training technician on logistical arrangements (bus, field trips, air travel) and registration/enrollment data, confirmation of speakers, shipping of course material and other equipment, meeting speakers and guests, and assistance to students, instructors, and speakers for regional training worldwide.

- Assists with the preparation, dissemination, and collection of surveys, evaluations, and needs assessments. Performs data entry for spreadsheets or other files related to evaluations, nominations, needs assessments, or other similar activities.

- Coordinates with hosting post hotel reservations and training locations worldwide and acts as a liaison between trainers and hosting post.

- In some cases, maintains budget and up-to-date files of all costs, including honoraria, staff and visitor travel, travel orders, contracts, materials purchases, and miscellaneous expenditures.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Former education and experience in training related field is desired  
High School diploma

b. Prior Work Experience:

One to three years experience as office manager is highly desired.

c. Post Entry Training:

Employee will be given special training with regard to administer global training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)  
Level IV fluency in written and spoken English is required. Upper elementary German is desired.

e. Job Knowledges:

Within six months, must understand basic DOS administrative operations and procedures, particularly as they pertain to overseas posts. S/he should understand FSI/SPAS/PD Vienna Training Office's responsibilities and objectives, and how Embassy sections operate.

f. Skills and Abilities:

Must have good keyboard and computer skills, proficient in MS office, as well as communication skills.  
Must have the ability to work with existing databases. Must have the ability to render advice clearly and objectively.  
Must have highly developed organizational skills and be able to carry out priority assignments often managing several at the same time. Must be able to anticipate potential problems before they occur and resolve them.  
Requires good inter-personal skills to deal effectively with a diverse range of people/customers.

16. POSITION ELEMENTS

a. Supervision Received:

Works under the supervision of VTO Training Manager. Incumbent will undertake project assignments with considerable latitude in determining needs and priorities. Supervision is limited to policy, priorities, and resolution of unusual and complex problems for which there is no clear precedent.

b. Supervision Exercised:

N/A

c. Available Guidelines:

Policy and priorities established by FSI/SPAS/PD Management, DOS guidelines and regulations; training priorities established by regional bureaus and posts; published materials (both USG and commercial) outlining training courses, resources and instructors.

d. Exercise of Judgment:

Exercising sound judgment on a regular basis is one of the most important elements of this position. Well considered, astute judgment must be applied to almost every aspect of the position's responsibilities. The prioritization of tasks, coordination of objectives, management of time, identification of resource requirements, and the ability to adapt to last-minute changes are critical to effective performance. A customer-service orientation is essential.

- e. Authority to Make Commitments:  
Once policy decision have been made by FSI/SPAS/PD Management and resource allocations have been properly approved, the incumbent makes commitments required to conduct approved training programs, such as coordinating assigned training workshops/seminars, preparing and ordering training material, supplies, equipment rental, etc.
- f. Nature, Level, and Purpose of Contacts:  
Establishes and maintains contacts with a wide range of persons within and outside of the USG. Contacts are developed for but not limited to the following purposes: to make training arrangements for facilities, equipment, materials, DVC etc. to provide information on training possibilities and limitations. Contacts include but are not limited to the following persons; Washington officials and PAOs for constituent posts, State department staff at all levels; outside contractors/consultants/contacts such as trainers, directors of hotel sand conference centers.
- g. Time Required to Reach Full Performance Level:  
Six months.

