



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION Attachment "C"

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

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901 100275
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3b. Subject to Identical Position? 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 Classification _____

c. Other (explain _____)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO/FRC	Administrative Management Assistant, 0105			3/29/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Project Assistant (Pol/Econ)	7. Name of Employee
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8. Office / Section Political/Economic Section	a. First Subdivision:
b. Second	b. Third Subdivision:

9. This is a complete and accurate description of the duties and responsibilities of my position

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

J. Nathan Bland

Printed Name of Supervisor

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

Darrell H. Chapman

Printed Name of Acting Chief or Agency Head

Signature of Acting 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.

Teena M. Ege

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)

13. Basic Function of Position

Incumbent serves as the Administrative Management Assistant for CARSI ESF grants and has the responsibility to assist the Political and Economic Section Chief with duties of grant management except for formal signature. Incumbent serves as the back-up clerical and administrative support for the Political, Economic and Commercial sections by carrying out and coordinating all related support activities for the section. Duties also include answering the telephone, screening visitors, data entry, scheduling appointments, arranging travel logistics, drafting cables, diplomatic notes and correspondence, distributing cables, reviewing outgoing correspondence and reports for format and grammar, and file management.

14. Major Duties and Responsibilities **100% OF TIME**

Grants Management**80% OF TIME**

Incumbent assists the Political/Economic Section Chief with all duties of grants management except for formal signature. Incumbent will serve as a coordinator for all grants handled by the Embassy's Grants Officer Representatives (GORs), reminding them of grant regulations and responsibilities on a periodic basis, ensuring that grant management and oversight is being conducted properly, and coordinating quarterly Federal Assistance Team meetings to ensure everyone is meeting the same standards. This position itself will be a GOR for several CARSI ESF grants. This position formulates Post's policy on grants with the Political/Economic Section Chief and in coordination with the Federal Assistance Team. Monitors Belmopan grants mailbox and interacts with current, former, and potential grantees on all variety of grants questions. Incumbent conducts quarterly site visits, financial audits and ongoing monitoring on active grants for the duration of the award period. Incumbent maintains grant files ensuring that each file meets grants regulations. Drafts calls for proposals and manages the full life cycle for ESF grants (\$1.5 million USD annually and up to \$3 million at any given time due to implementation periods). See the attached; OMB Grants Management Process.

Office Management/Core Secretarial Duties**20% OF TIME**

Incumbent performs some programmatic tasks independently, such as contacting local government at all levels to relay information requested from the Pol/Econ Office, and responding to questions of a factual nature through file references. Collects information and prepares documents for meetings. Screens calls, maintains section master calendar, drafts and edits cables related to grants, and schedules appointments for the Political and Economic Officer(s). Incumbent is responsible for taking, preparing, and distributing the minutes for weekly Political/Economic Section meetings. Incumbent is also back up for ordering office supplies and the procuring of end-of-year supplies. Incumbent must be proficient in the ILMS ARIBA software.

Incumbent also assists as back-up in making travel arrangements for official trips for the Political/Economic Section. Incumbent assists Political/Economic assistants with some projects as needed; e.g., conferences, Expo Marketplace, speakers and outreach activities, or representational events, respectively.

As back-up, incumbent maintains official files and creates and maintains databases and other data required by the Section. These files and databases are regularly used by the Section to inform the Front Office and Washington. Incumbent is the back-up Time and Attendance record-keeper for the Political/Economics/Public Diplomacy/Commercial/Narcotics Affairs Section. Incumbent follows up with Human Resources on any issues pertaining to time and attendance reported for these sections. Incumbent assists with July 4th Representational events and other projects as requested. Incumbent prepares training request nomination cables for the Political/Economic section.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.



15. Qualifications Required For Effective Performance

a. Education

A bachelor's degree in business, accounting, public administration, finance, economics, or marketing is required.

b. Prior Work Experience

Two years of progressive, professional experience in an administrative, financial management, public administration, economics or marketing field plus 6 months of grants or project management experience is required.

c. Post Entry Training

PS800 – Cybersecurity Awareness, PA453 – Ethics Orientation, PA459 – Protecting Personally Identifiable Information. Mandatory forty hours FSI Grants Management Training (PY220 and PY222) within 120 days of start of employment and get certified as a Grants Officer Representative (GOR) and will need to complete a 40 hour recertification training every two years. Customer Service, Semi-advanced Word Processing Training (Access, Outlook), Basic Management Skills, PA-496 LE Staff Performance Management Evaluation, 8 hours Advanced Driving Traffic Safety Seminar/Smith System Defensive Driving Course on-Road Format.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread). Level IV (Fluent Working Knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge Good working knowledge of office and file management procedures is required. Knowledge of local NGO's in Belize and issues related to Belizean at-risk youth

f. Skills and Abilities

Ability to type at least 35 words per minute is required. Excellent working knowledge of Microsoft Word is required. Requires the ability to work with Sensitive but Unclassified information (SBU). A valid Belize driver's license is required. Must be able to pass a physical examination as an incidental driver and must be able to maintain the medical certification for official vehicle driving privileges.

16. Position elements

a. Supervision Received Incumbent is directly supervised by the Political/Economic Section Chief.

b. Supervision Exercised None.

c. Available Guidelines

Department of State regulations, familiarity with the Intranet. Should have knowledge of any aspect of Pol/Econ Office (Narcotics Affairs Section; Public Diplomacy; Economic, Political and Commercial sections, etc.).

d. Exercise of Judgment Should be able to work with minimal supervision and determine when sensitive human rights cases need the attention of the Section Chief, other Section Chiefs, and/or the Front Office.

e. Authority To Make Commitments Incumbent has the authority to commit the Political and Economic Officer(s) to scheduled appointments, meetings and other non-financial commitments.

f. Nature, Level, and Purpose of Contacts

All levels of personnel within the Embassy, including Chief of Mission, Deputy Chief of Mission, Section Chiefs and Foreign Service Officers, contacts with Government of Belize Officials and private sector, Department of State personnel, such as Merida Coordinator, INL Officers, Desk Officer, Regional Officers (Regional Commercial Counselor, Regional Foreign Agricultural Service Officer, Regional PEPFAR Coordinator, etc.) and FSN contacts in other Embassies.

g. Time Expected to Reach Full Performance Level Six months.