



INTERAGENCY POST FAMILY MEMBER APPOINTMENT EMPLOYEE POSITION DESCRIPTION

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 3109019797620173
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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 _____

c. Other (explain) Vacant

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority FRC	State Program Assistant FP-05		TE	9/9/2015
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) INL/CARSI Program Specialist	7. Name of Employee Vacant
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8. Office / Section International Narcotics and Law Enforcement Affairs (INL)	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 _____ 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 Acting Chief or Agency Head _____ Signature of Section Acting 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 Ege _____ 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 Developmental Level - the incumbent may be hired at a developmental level for this position, until knowledge of internal operating procedures of the section has been attained and required training completed. Estimated time at the developmental level is one-year. Promotion to the Full Performance Level of the position, will be contingent upon successful completion of 52 weeks in grade, required training, and funding availability.

The incumbent serves as a Specialist for the INL/CARSI program in Belize. The incumbent is directly responsible to the INL Coordinator for project planning and implementation, identifying equipment and training needs, organizing and implementing training activities for the Belize Police, Customs, Immigration, Border, National Forensic Science Service, Courts, and other departments and non-governmental agencies involved in rule-of-law and security matters. Incumbent works closely with Embassy law enforcement agencies on training and manages counternarcotic, anti-gang, police communications, prison management, and other law enforcement and drug and gang prevention projects. The Specialist is critically involved in all functions that are essential to the proper operation of the INL/CARSI program in Belize, including project planning, procurement, budgeting, liaison, and performance reporting.

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

15. Qualifications Required For Effective Performance

a. Education

Completion of an associate's degree is required.

b. Prior Work Experience

Five years of experience in office management, foreign assistance and liaison, law enforcement, project management, training coordination, or other relevant subject matter is required.

c. Post Entry Training Recommended

On-the-job training. PP420 - INL Program and Project Management I, PP218 - INL Orientation Workshop and/or INL Program Management Workshop, PY220 Introduction to Grants and Cooperative Agreements, PY222 - Monitoring Grants and Cooperative Agreements, PA178 Contracting Officer's Representative (COR), PT208 - Managing State Projects, PP223 - Managing Foreign Assistance Awards Overseas, FasTrac Courses - Planning Project Procurement and Project Management Simulation, PP410 - INVEST: Leahy Vetting at Post. Smith's Driving Training, PS800 - Cyber Security Awareness, PA-453 – Ethics Orientation for New LE Staff; PA-496 LE Staff Performance Management Evaluation; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training course. 8 hours Smith's System Defensive Driving, RP-248-Basic and PA- 259 - FSN Supervisory Skills: Beyond the Basics (must have at least 52 weeks in position after completion of RP-248, to qualify for enrollment in PA-259). (Taking the employee from developmental level to full performance level is not dependent on soft-skills training.)

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

Must possess knowledge of Belize, and be able to learn and understand USG/Embassy/Department of State policies and procedures related to project management. Familiar with some subject matter area(s) within justice and rule of law, e.g., of standard law enforcement policies, police regulations, human rights principles, criminal court processes and administration, youth programs, countering trafficking in illicit goods, counter narcotics issues, etc. Requires some law enforcement and/or justice system related knowledge. Incumbent is required to work with the host government to identify justice system candidates for training on a regular basis. Must become knowledgeable in the relevant laws of Belize. Must be able to develop knowledge of INL financial management, program and procurement policies and procedures. Must become familiar with relevant treaties and other international agreements. Develop a comprehensive understanding of the Foreign Assistance Act of 1961, as amended. Requires demonstrated ability and experience in researching, analyzing, and writing detailed and succinct reports.

f. Skills and Abilities: Project management, Accounting, Diplomacy. Must possess excellent interpersonal skills. Must be able to multi-task and perform under pressure to meet deadlines. Must be able to create and maintain databases; communicate effectively in written and oral English. 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. Individuals not meeting Federal Motor Carrier Safety Regulations medical requirement will not be authorized to operate U.S. Government vehicles. Good working knowledge of MS Word and Excel is required. Must be able to learn both the ARIBA Procurement System and the ILMS EUM Software. Must be able to perform duties with little supervision.

16. Position elements

a. Supervision Received

If the incumbent is an EFM, incumbent operationally reports to the INL Coordinator and is supervised by the Political/Economic Section Chief. If the incumbent is not then s/he will be supervised by the INL Coordinator.

**b. Supervision Exercised**

This position is responsible for the supervision of one Project Assistant.

c. Available Guidelines

INL/CARSI guidelines and policies and Procurement guidelines, including appropriation laws, the INL Financial Management Handbook, INL Procurement Policies and Procedures, INL Program and Policy Guide.

d. Exercise of Judgment

Incumbent requires a high level of judgment in realizing realistic resources for the Belizean Government and in prioritizing requests from the Government of Belize for training/supplies/equipment or administrative support. Must use judgment in collaboration with counterparts to determine training and equipment needs for the Belize Police Department, courts and other justice and/or rule-of-law related agencies and/or organizations of the Government of Belize (GOB). This may apply to relevant non-governmental organizations (NGOs) and private organizations. Must be able to work independently with minimal supervision. Addresses inquiries and needs of the program in a timely fashion. Requires extensive judgment when dealing with Belizean officials to include all levels of justice system related officials and persons, to include police officers, prosecutors, judges regarding training needs and requests. Requires excellent judgment particularly when working with high - level GOB officials such as the Minister of National Security, Chief Executive Officers, National Security Council Secretariat, Commissioner of Police, regarding new and on-going INL-funded projects in the area of citizen security and rule-of-law.

e. Authority To Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Maintains working relationship with high and mid-level counterpart officials in the local police, courts, customs, immigration, and appropriate ministries (from Minister of National Security to heads of the Police Department, to Prison Directors, etc.),, and collaborates with American and LES personnel from U.S. Mission Agencies such as Drug Enforcement Agency, Regional Security Office, and Military Liaison Office , etc. Purpose is to coordinate the development and implementation of rule of law and citizen security projects.

g. Time Expected to Reach Full Performance Level

One Year

PROJECT MANAGEMENT

40 % OF THE TIME

The incumbent manages INL-sponsored security and rule-of-law related sector projects, donations, and technical assistance, to include areas such as prison management, gang prevention, anti-gang law enforcement, drug prevention, drug interdiction, border control, police intelligence, combined police-military operations, criminal investigation., courts, prosecution, defense and other rule-of-law related agencies and organizations. In collaboration with other INL and Embassy colleagues, determines strategic needs of projects and formulates budgets for projects accumulatively valued at over US \$10 million over their expected duration, though this value fluctuates. This includes proposing, developing, budgeting, planning, coordinating, reporting, and follow-up duties (including end-use monitoring). In this capacity, incumbent will serve as advisor to the directors of any of the GOB agencies involved in the projects, and to the INL Coordinator and the Political/Economic Section Chief. Works closely with Washington, via the INL Coordinator, on appropriation requests to Congress and many other operational issues.

Works with GOB Organizations and NGO's, such as United Nations agencies, Human Rights Commission of Belize, Youth for the Future, Conscious Youth Development Program and National Drug Abuse Control Council, and other organizations to provide funding for projects e.g. improved policing/police equipment, vetted units, prison management, demand reduction, improved border, community policing and other projects valued at roughly \$4 million per year. Evaluates proposals, makes recommendations for adoption, and monitors the project for proper administration.

Incumbent serves under the INL Coordinator and is involved in most INL/CARSI projects in Belize, and updates the Coordinator and the POL/ECON Chief on the progress and completion of projects. Serves as one of several INL/CARSI liaisons between Government of Belize (GOB) officials and U.S. Embassy, Belmopan.

Works with the Regional advisors, e.g., Corrections Advisor, the Regional Communication Advisor, the Regional Firearms Advisor, the Regional Gang Advisor, Central America Police Program Advisors, Ballistic Advisor, Scenes of Crime Advisor, and other regional and project consultants on project planning and implementation. May ensure the scheduling of their visits and arranges logistics. Identifies priorities and arranges office calls with the Ministry of National Security and various GOB law enforcement and rule-of-law related agencies and organizations. Travels with advisors to visit locations and briefs on project challenges and successes.

Provides professional advice and recommendations on methods and mechanisms of delivery of INL assistance to the Front Office, POL/ECON Chief, INL Coordinator, MLO Chief, DEA Country Attaché, FBI Regional Advisor, ICE Regional Advisor, CBP International Training Officer, NCIS Special Agents, and GOB counterparts. Also advises these groups on training and equipment needs of various GOB law enforcement agencies.

As required, performs occasional TDY travel within Belize or to neighboring countries, to consult or attend meetings with host country officials, personnel, and INL/CARSI representatives at other U.S. Embassies and/or support anti-gang/narcotics/CARSI-related visits.

Plan and oversee the arrangement of travel logistics/meetings for INL/CARSI employees and U.S. TDY visitors to Belize.

Works with other INL staff and the Public Diplomacy Office to coordinate media coverage of CARSI/Anti-Gang funded events.

Incumbent selects nominees' names and makes final decision of names for submission into the vetting system. Incumbent serves as backup for submission of nominees' names into the Leahy Vetting System for



names related to his/her project. Ensures that all training participants are Leahy Vetted before being approved for training.

Incumbent serves as a Grant Officer Representative (GOR) performing grants administration duties. Incumbent will take the mandatory forty hours Grants Management Training (PY220, PY222, PY 224) and is required to maintain a certified Grants Officer Representative (GOR) from A/OPE/FA and will complete a 40 hour recertification training every two years. As GOR, incumbent has all the responsibility to assist with all duties of grants management except for formal signature. Monitors grants correspondences and interacts with current, former, and potential grantees on all variety of grants questions. Incumbent conducts quarterly site visits, financial audits, disbursements, and ongoing monitoring for the duration of the award period. Incumbent is required to understand the terms and conditions of the award, prepare internal documents for pre-award, award, amendments, post awards, and closing process. Drafts calls for proposals and manages the pre award process for INL grants. Incumbent also serves as backup for grants handled by other INL.

PROCUREMENT/Planning

20% OF THE TIME

Responsible for coordinating procurement activities using INL/CARSI funds Develops strategic acquisition plans for goods and services to support the over \$5 Million in CARSI projects. Works with the GOB and NGOs to define acquisition requirements, prepares the requisite Statement of Work (SOW), Performance Work Statement (PWS), Independent Government Cost Estimate (IGCE), Sole Source Justification where necessary, and technical specifications for required services and equipment. Submits procurement requests into the ARIBA System. Advises his/her supervisor, embassy colleagues and INL counterparts on the methods of delivery of INL assistance to the Government of Belize. Coordinates with staff in other sections of the Mission on INL-supported projects.

Incumbent must explore numerous funding options, such as contracts, grants, Interagency Agreements, or outright purchase, to determine the best option for supporting a project and procuring goods in a timely manner. Plans and coordinates delivery and logistics related to activity for CARSI projects in various locations throughout Belize.

Serves as the Contracting Officer Representative performing contract administration duties. This includes assistance in the solicitation process and administration of the contract after award. Requires demonstrating a comprehensive understanding of the various technical aspects and scope of the assigned contracts. Incumbent is required to maintain an active FAC-COR certification. Incumbent defines project requirements, chairs evaluation panels, monitor progress of implementation, tracks, verifies and approves invoices for payment, and reports to the contracting officer on the implementation.

Assists in planning and monitoring INL/CARSI procurements,, to ensure that all actions are consistent with deadlines, funding levels, and bilateral project guidelines. This includes working with other INL staff to maintain detailed records of procurement/obligations, formulating spend plans, and working with the budget analyst to forecast INL budgets, and assists in preparing un-liquidated balance reports and vouchering. Regularly advises the INL Coordinator on the status of these matters.

TRAINING MANAGEMENT

10% OF THE TIME

The Incumbent identifies, plan, and facilitates training courses and technical support to the Ministry of National Security and other GOB security and justice sector agencies and other organizations by:

a) Identifying and addressing the training needs of the Belize Police Department (BPD), Belize Central Prison, Customs, and Immigration, courts, prosecution, defense, drug treatment, and rule –of-law related organizations. Also programs anti-gang and other civilian security related training.

Coordinates training for BPD officers and, to a lesser degree, prosecutors, judges, and others, in different areas, according to GOB needs. These training courses have the main purpose of institutionalizing and improving the efficiency and effectiveness of the GOB in providing citizen security and rule of law.

b) For in-country training, the incumbent helps programs and provides training assistance and planning to the BDP officers, and, other areas in rule of law to include, prosecutors, judges, and others, in different fields, especially counter-narcotics and gang prevention.

Incumbent must deal with finding creative solutions to pay for students traveling internationally, due to limited funding.

Incumbent works with other USG agencies outside the embassy to create training and assessment opportunities using non-traditional funding methods. Incumbent will need to work with Embassy support staff to develop procedures that streamline and de-conflict differences with foreign assistance funding and more traditional State Department funding such as travel funding for INL participants from the GOB.

PERFORMANCE MONITORING AND REPORTING

20% OF THE TIME

Drafts weekly and monthly reports to the INL Coordinator on the status of projects. Performs compilation and distribution of a variety of information for inclusion in reports, strategy papers, operating plans and other documents or cables as directed by the INL Coordinator, Political/Economic Section Chief and/or DCM. Provides information to be included in reports to include, but are not limited to the International Narcotics Control Strategy Report (INCSR), 15% Human Rights report, End-Use Monitoring report, Performance Plan and Report (PPR) and the weekly and Monthly CARSI Report. Incumbent also contributes to and/or drafts cables and reports for INL, and the Embassy's Front Office.

Incumbent participates in the quarterly Bi-Lateral CARSI Working Group. In collaboration with other INL staff, incumbent advises the GOB on recommended projects and suggested goals, performance metrics, and project length and also the progress of current projects and their successes and challenges. Incumbent also participates in regional CARSI meetings to report and network on project implementation.

In collaboration with other INL staff, incumbent conducts end-use monitoring program (EUM) of INL/CARSI purchased commodities in compliance with agreements and foreign assistance laws, and drafts the required reports to appropriate agencies. Works with INL staff to plan and execute site visits for the annual report and ensures the monitors progress of assigned programs and projects.

Travel requires self-driving of a U.S. Government-owned vehicle to in-country destinations. Incumbent is responsible for ensuring the proper servicing and maintenance of INL-CARSI Program vehicles. This includes completion of vehicle usage reports, coordinating the required licensing and insurance of the vehicle and accounting for gas coupon usage.

Incumbent draft bilateral Letters of Agreement (LOAs), Memoranda of Understanding (MOUs), Implementing Agreements, and Fact Sheets with the assistance of INL counterparts. Draft original correspondence such as letters, memos, training invitations, and telegrams pertaining to INL/CARSI program operations and activities as directed by the INL Coordinator and/or Political/Economic Section Chief. Performs other planning, programming, operating and project-support tasks which may, from time to time, be directed by the INL Coordinator. Incumbent is required to perform any other duties which may be assigned.

**Supervisory Responsibility****10 % of the TIME**

Incumbent is required to supervise Project Assistant to prepare Work and Development Plans (WDPs) and Employee Performance Reports (EPRs). In relation to the supervised subordinate, the incumbent must be able to explain new procedures and methods; to motivate the subordinate in order to bring about better work performance; to instill respect in the subordinate; to make equitable work assignments to subordinate, which are clearly understood; to follow through on all assigned tasks and to oversee the career development of the subordinate. Incumbent will also provide some supervision for the second Project Assistant when the other Program Specialist is not available. Provides on-the-job training and tasks to INL Administrative Assistant. The incumbent may be assigned to act as Coordinator at times when the Coordinator is out of office.

Note: "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."