



INTERAGENCY POST 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 310901100237 (MCLASS: 100101)
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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 New Incumbent)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority FRC	Economic/Commercial Assistant FSN-1510-			2/24/2015
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Economic/Commercial Assistant	7. Name of Employee Vacant
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8. Office / Section Political/Economic/Commercial Section	a. First Subdivision:
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b. Second	b. Third Subdivision:
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9. This is a complete and accurate description of the duties and responsibilities of my position <p style="text-align: center;">Vacant</p> <hr/> <p style="text-align: center;">Printed Name of Employee</p> <hr/> <p>Signature of employee _____ Date (mm-dd-yyyy) _____</p>	10. This is a complete and accurate description of the duties and responsibilities of this position <hr/> <p style="text-align: center;">Printed Name of Supervisor</p> <hr/> <p>Signature of Supervisor _____ Date (mm-dd-yyyy) _____</p>
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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 <hr/> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <hr/> <p>Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) _____</p>	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/> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <hr/> <p>Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____</p>
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13. Basic Function of Position Developmental level – this position is at a developmental level, 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, completed required training, and funding availability.

Gathers information and draft reports on economic, commercial, energy, and environmental, scientific, technology, and health (ESTH) issues and developments in Belize. Promotes U.S. commercial opportunities and trade objectives in Belize and facilitates marketing of U.S. products. Assists U.S. and Belizean commercial visitors and callers with business inquiries and trade information and answers written commercial inquiries. Compiles annual reports on

commercial, investment and economic issues. Establishes and maintains contact with appropriate representatives of the public and private sectors, and non-governmental organizations in support of these functions. Drafts Briefing Checklists (BCL) and other background materials as needed. Assists in responding to tasks from Washington D.C. Serves as backup to the Political/Economic Assistant.

14. Major Duties and Responsibilities

Commercial

40% OF TIME

Promotes U.S. exports to Belize and foreign direct investment (FDI) into the United States. Develops and maintains working level contacts with, and serves as advisor and primary contact for, government, business, and industry officials to promote USG commercial activities. Gathers information on trade opportunities. Proposes, promotes, and organizes official commercial functions, trade show exhibits, trade missions, etc., including preparing hand-outs, drafting guest lists, making logistical arrangements, and responding to follow-up questions and information requests. Subscribes to and distributes commercial opportunities to appropriate audience. Serves as the Embassy's back-up delegate to the American Chamber of Commerce in Belize.

Obtains information from a variety of published and unpublished sources to respond to Department of Commerce needs. Performs legal research at the General Registry and the offices of the Registrar of International Business Companies on company registrations, ownership, and land titles. Handles trade and business complaints. Replies to written, telephonic, and visitor requests for economic, commercial, and trade information. Researches and prepares business information handouts and organizes reference materials.

Prepares regular reports for Ambassador on "U.S. Government Contributions to Belize," that requires close coordination with Embassy front office and several USG agencies.

Drafts cables relating to commercial matters, such as American investments in Belize.

Drafts press releases and serves as the main contact for all Embassy commercial events, such as trade shows, trade missions, conferences, new trade agreements, etc. Also serves as primary contact for USDA/Foreign Agricultural Service (FAS) for commerce-related activities and the Belize Sugar Industries to report on sugar quotas and shipments to the U.S. via diplomatic notes, press releases, certificates of quota eligibility and reporting cables.

Economic Issues

40% OF TIME

Obtains information from a variety of published and unpublished sources and prepares factual and comprehensive analytical reports. Obtains and processes economic, trade, and demographic data and drafts major economic papers such as the Country Commercial Guide and Special 301 Report. Monitors and reports on USG financed projects (OPIC, Ex-Im, etc.) Maintains extensive contacts necessary to carry out publications and draft cables. Assists in responses to Washington requests. Advises Front Office and Pol/Econ Section on economic developments. Draft remarks and background materials as appropriate for the Front Office, Pol/Econ Section and VIP visitors.

Environment, Science, Technology, and Health (ESTH) Issues

20% OF TIME

Provides a wide range of advice and assistance to USG officials and performs special projects and/or research as assigned, which often includes e-mail and/or cable reports on health, environmental, energy, science, technology, aviation, and other issues – this may include assisting with travel and other logistical arrangements for visitors or Embassy officials. Develops and maintains working level contacts with USAID and other USG agencies as well as GOB contacts to facilitate exchange and implementation of programs.

Drafts selected ESTH-related cables and correspondence. Researches and keeps American Officers informed of environmental issues and programs in Belize.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.



15. Qualifications Required For Effective Performance

a. Education

Completion of a Bachelor's Degree in Economics, Political Science, International Relations, Business Administration, or a related field is required.

b. Prior Work Experience

Four years of economic, commerce, business administration, or political-related experience are required.

c. Post Entry Training

Completion of Commercial Tradecraft course and the Political/Economic Tradecraft course. Cyber Security Awareness (PS800), PA-453 – Ethics Orientation for New LE Staff; PA-496 LE Staff Performance Management Evaluation (State 108379); Service; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training course (14 State 94630).

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

Level IV English (Fluent Working Knowledge) Speaking/Reading/Writing is required.

e. Job Knowledge

A sound understanding of Belize's business, economic, and political environment. Familiarity with local business practices, major industries, marketing channels, trade associations, local trade laws and regulations, and Government policies relating to trade and foreign investment. Good working knowledge of MS Word and Excel is required.

f. Skills and Abilities

Ability to work well with others and to communicate clearly both orally and in writing. Ability to develop and maintain mid to high level contacts with GOB and private officials, with particular emphasis on local firms. Ability to obtain and evaluate data, to prepare accurate and precise reports. Also should have good information management and computer skills. Ability to answer commercial inquiries using knowledge of American and local business procedures. Ability to call upon outside resources to answer business inquiries.

16. Position Element

g. Supervision Received

Incumbent is supervised by the Political/Economic Section Chief. Supervision should be minimal once basic elements of the position have been mastered. Instructions are given only for new, difficult, or unusual aspects of work.

h. Supervision Exercised None.

i. Available Guidelines

10 FAM, US FSN Operations Manual, and Commercial Tradecraft course, Partner Post Program SOPs, FSI..

j. Exercise of Judgment

Position requires considerable exercise of judgment in day-to-day prioritizing of work. Economic/Commercial Assistant makes major decisions regarding plans for trade promotion and shows. Must decide proper response to inquiries and has latitude in assisting visitors, normally without direct guidance from Political/Economic Officer. Drafts reporting cables on economic-related developments in Belize. Advises Front Office and Pol/Econ Officers on economic and commercial issues. Makes major decisions in planning events such as trade show participation, high-level visits, and commercial inquiries.

k. Authority To Make Commitments

Incumbent has scheduling authority as well as visitor/call screening authority for the Political/Economic

Officer.

i. Nature, Level, and Purpose of Contacts

Maintains business/commercial/economic contacts and contacts with mid to high-level government officials for the purpose of eliciting or sharing specific information and/or scheduling appointments. Should have extensive interaction with working level contacts in order to keep supervisor informed of significant economic, commercial or ESTH developments.

m. Time Expected to Reach Full Performance Level

One year.