

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Gaborone, Botswana	2. AGENCY DOD	3a. POSITION NO. C01003
--------------------------------------	-------------------------	-----------------------------------

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 No. N50001 , Humanitarian Assistant Coord. (Title) _____ (Series) 9 (Grade)
- b. New Position
- c. Other (explain) Revised duties

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
. Post Classification Authority	Administrative Clerk, FSN-105	05	ST	04/13/2011
b. Other				
c. Proposed by Initiating Office	DHAPP Program Assistant			

6. POST TITLE POSITION (if different from official title) Administrative Clerk	7. NAME OF EMPLOYEE
--	----------------------------

8. OFFICE/SECTION American Embassy	a. First Subdivision Defense Attaché Office,
--	---

b. Second Subdivision	c. Third Subdivision
-----------------------	----------------------

9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Employee Date(mm-dd-yyyy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Supervisor Date(mm-dd-yyyy) </div>
---	--

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. <u> Joshua I. Reitz, Defense Attaché </u> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yyyy) </div>	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="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yyyy) </div>
---	--

13. BASIC FUNCTION OF POSITION

Assists Public Health Assistant (DHAPP) with administrative support in PEPFAR-funded programs for uniformed services in Gaborone, Botswana. Provides clerical and administrative support in carrying out activities under the Naval Health Research Center, San Diego, CA, and African Command. Direct supervision is provided by the Public Health Assistant (DHAPP) with oversight by the Defense Attaché Office's Security Assistance Program Manager.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
PROGRAM ADMINISTRATIVE SUPPORT	25%
Job holder perform basic office management and clerical tasks of maintaining files, both paper and electronic, answering telephones and routing calls or answering general questions.	
Request DOD PEPFAR "status of funds" from FMP and transferring the information to the DHAPP report form to be reviewed by the supervisor before sending to DHAPP.	

14. MAJOR DUTIES AND RESPONSIBILITIES (continued)**% OF TIME**

Place requests to GSO for replenishment.

- **Reviews incoming correspondence and drafts responses:** **20%**
This includes informal translations from Setswana to English and drafting replies or requests (letters sent do MOD, proposing activities, site visits, meetings, offering training opportunities, etc. in Setswana or English.

This includes enrollment, visas, airline tickets, accommodation, per diem, etc., for military officials attending training courses or conferences (local and international).

- **DoD PEPFAR & ICASS Coordination:** **20%**
Coordinate DOD PEPFAR meetings and event participation with Host Nation Military and Government Officials through telephone contact or by way of sending prepared correspondence, following up with telephone contacts. This includes working from guest/participant lists, preparing invitations, and letter drafting of notification of events.

These are not PEPFAR funds but are to be used on HIV/AIDS lab equipment, reagents and other related equipment; will ensure the contract agreement between the supplier and our financial office is signed; that all goods are delivered and are fully operational, process the payment.

Assist supervisor in checking on status and accountability of the departments of Ministry of Defense on all US DoD-donated materials and funded activities.

Attend meetings and/or events in place of the DoD PEPFAR Public Health Assistant (DHAPP); will be required to take notes to pass on from the event.

Job holder will be required to coordinate with ICASS service providers in procurement and financial activities at direction of supervisor.

- **Transportation & Deliveries:** **20%**
Job holder is required to safely operate DoD PEPFAR vehicle in order to deliver correspondence as needed or attend meetings and or events related to PEPFAR activities as needed within and outside of Botswana.

Reveal proprietary information only to those with a need to know authorization.

Avoid providing job related responses to the media of any kind without proper consultation with the supervisor.

OTHER DUTIES AS ASSIGNED**15%**

Assist with other DOD HIV related activities such as the Humanitarian Assistance Program, visits by DOD officials, and other activities as directed by the ODC Chief. Develops new ideas for projects to address the HIV/AIDS pandemic within the BDF.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Two years of college study required in General Administration.
- b. **Prior Work Experience:** Two years experience in office administration or office management required.
- c. **Post Entry Training:** On the job training, short courses on proprietary software applications for maintaining databases.
- d. **Language Proficiency:** List both English and host country language(s) by level and specialization:
Level III English (reading, writing, spoken) required. Setswana (reading, writing, spoken) required.
- e. **Job Knowledge:** Must have knowledge of administrative functions and office operations including operating various office machines.
- f. **Skills and Abilities:** Must be computer literate; ability to use Microsoft Office suite of software is required.; Ability to write correspondence in English is required. A current driver's license is required. Accurate keyboarding skill at 30 wpm is required.
- g. **Equipment Use:** Must have a valid driver's license and be able to operate a variety of vehicles for DHAPP missions. (sedan, van, 4x4 truck)

16. POSITION ELEMENTS

- a. **Supervision Received:** Directly supervised by the Public Health Assistant (DHAPP)
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** Defined by the supervisor and program needs. USG policies and procedures including FAM, PEPFAR, NHRC and DoD.
- d. **Exercise of Judgment:** Must exercise judgment in analyzing incoming correspondence for type of action and telephone calls to route to correct individual.
- e. **Authority to Make Commitments:** N/A
- f. **Nature, Level and Purpose of Contacts:** Will deal with Botswana Defense Force military leadership on a regular basis as a part of coordinating meetings and events. Will also have contact with US military offices involved in humanitarian assistance/PEPFAR-funded programs.
- g. **Time Expected to Reach Full Performance Level:** Six months