

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 State	3a. POSITION NO. N30100
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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. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) Update of duties

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO	Economic/Commercial Specialist FSN- 1505	10		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Economic/Commercial Specialist	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION POL/ECON	a. First Subdivision Economic/Commercial
b. Second Subdivision	c. Third Subdivision

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____ Typed Name and Signature of Employee Date(mm-dd-yyyy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____ Typed Name and Signature of Supervisor Date(mm-dd-yyyy)</p>
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<p>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.</p> <p>_____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yyyy)</p>	<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.</p> <p>_____ Typed Name and Signature Human Resources Officer Date(mm-dd-yyyy)</p>
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13. BASIC FUNCTION OF POSITION

The Economic/Commercial Specialist seeks out and develops plans, opportunities, projects to facilitate and strengthen US exports to Botswana and trade relationships between Botswana and the United States. The incumbent provides assistance to the U.S. businesses operating in Botswana or seeking to enter the Botswana market, including providing timely and detailed information on the investment climate, intelligence regarding trends and developments in particular sectors, and, where appropriate, providing meeting support and general guidance. The incumbent also provides assistance to Botswana companies seeking to export to or do business in the United States. By undertaking original research and developing and maintaining a range of contacts at appropriate levels, the Economic/Commercial Specialist also analyzes trends and developments of interest to the US Government in Botswana's economic, policy, and commercial spheres, producing high-quality written reports and providing detailed briefings to the Economic/Commercial Officer and the Pol/Econ Section.

14. MAJOR DUTIES AND RESPONSIBILITIES**100 % OF TIME**

1. Advises the Econ/Commercial Officer, the Pol/Econ Counselor and, when appropriate, the Deputy Chief of Mission and Ambassador, on significant developments in the Botswana economy and Government of Botswana (GOB) economic policy. Attends key GOB gatherings or events and seeks meetings with relevant contacts to analyze and report on recent developments in the economy and in commercial matters.
2. By developing and maintaining key contacts at appropriate levels, seeking out written information from appropriate institutions, and conducting internet research, the incumbent independently gathers, analyses and reports on trends and developments in the Botswana economy of interest to U.S. government and private sector businesses, including but not limited to developments in government policy and practice, law and regulations, and private sector responses and trends. Provides detailed analysis of issues such as privatization, diversification, regional integration, entrepreneurship, local industries, government initiatives, and the investment climate, especially for foreign investors.
3. Develops and maintains a range of contacts across sectors, particularly with
 - a. relevant government officials up to the Permanent Secretary level;
 - b. officials in key government-owned corporations up to the Director level;
 - c. chief officers or owners in Botswana's leading businesses, and
 - d. chief officers or owners in businesses within particular sectors of high interest, e.g., energy, mining, information and communication technology.
4. By conducting interviews and internet research, and using the latest publically available information from the Government of Botswana and other sources, drafts the Investment Climate Statement (ICS) and the Country Commercial Guide (CCG). The ICS and CCG, which are posted the Department's internet site and downloaded by potential investors and other audiences, should contain analyses of the latest trends and developments in the Botswana economy, especially those which impact Botswana's overall openness to foreign investment. The ICS and CCG are key annual deliverables for the Commercial Specialist.
5. Monitors trade relationships under Botswana's bilateral and multilateral trade agreements, paying special attention to developments which impact the movement of goods between the countries and the progress of regional economic integration. To gather information on trade relations and regional integration, works with the USAID Southern Africa Trade Hub and maintains excellent contacts within the Southern African Customs Union (SACU) and the Southern African Development Community (SACU).
6. Works with the USAID Southern Africa Trade Hub to identify and recommend bilateral projects the Trade Hub could fund or otherwise support which are likely to have a positive impact on the investment climate in Botswana or help Botswana businesses take advantage of favorable US import terms.
7. Independently gathers, analyzes and reports Botswana market information directly relating to trade and investment prospects for U.S. firms. Analytical reports include Internal Market Insight, Trade Opportunity reports, and other reports assigned ad hoc. Factual reports include the International Company Profile (assessing the suitability of Botswana firms as trading and business partners for U.S. companies), and the Agent Distributor Service (identifying foreign firms interested in representing/distributing a U.S. firm's products or services).
8. Responds to trade inquiries from U.S businesses by obtaining information on Botswana's economy, market conditions, laws, trade and investment. Where appropriate, arranges meetings for representatives of U.S. firms with appropriate GOB or industry contacts, investigates possibilities for joint ventures, and takes responsibility for the meeting schedule of such firms. If the meeting requests are large, encourages the firm to take advantage of Gold Key Service arranged through Foreign Commercial Service-Johannesburg.
9. If Gold Key or matchmaking services are requested by a U.S. firm, works with Foreign Commercial Service-Johannesburg to provide the service and closely supervises the work of the local contractor selected to provide the service. Working with FCS-Johannesburg and the B&F Section, ensures that the contractor invoices properly and is paid timely.
10. Responds to trade inquiries for suppliers of goods and services in the U.S. by Botswana businesses and government departments by obtaining information from trade directories, FCS-Johannesburg, and other sources as appropriate.
11. Under the direction of the Economic/Commercial Officer, assists in any manner appropriate with the resolution of trade and investment complaints and disputes between U.S. and Botswana entities.
12. Alerts appropriate Botswana private and public sector officials of upcoming trade and promotional events in the U.S. such as the International Buyer Program.

13. Monitors local trade-related exhibitions, fairs, and conferences, recommending which events the Economic/Commercial Officer should attend and whom he/she should seek out at such events. Attends such events where appropriate.
14. Assists local business community with trade information and contacts for trade inquiries. Monitors the Commercial Section email account and responds to email or telephone inquiries from U.S. firms. Assists local companies in communicating with U.S. suppliers of goods and services.
15. By monitoring the Government Gazette and gathering information from contacts within the Ministerial Tender Boards, Local Government Tender Boards, and the Public Procurement and Asset Disposal Board, reports GOB tenders that may be of interest to U.S. exporters to the Econ/Commercial Officer and, as needed, publishes such information on the Section's web site.
16. Ensures that the Commercial Section's website is up-to-date and contains relevant information for potential investors and US exporters.
17. Quarterly, prepares an investment climate summary statement written for the US investor and exporter which reports on significant policy or other developments impacting the climate for foreign investors. After review and approval by the Economic/Commercial Officer, posts such report on the Commercial Section's web site.
18. Maintains an updated Master list for all Commercial Contacts for improved communications and efficiency.
19. Performs other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Bachelor's Degree in Business Administration, Economics, or a related field
- b. Prior Work Experience:
3 years experience in a Commercial/Economic/Trade related field
- c. Post Entry Training:
Successful completion of FSI courses in Business Facilitation, American Citizen Services, passports, and visas required. FSI training in economics and Department of Commerce training.
- d. Language Proficiency: List both English and host country language(s) by level and specialization:
English level 5 / Setswana level 5 spoken and written
- e. Job Knowledge:
Thorough knowledge of all aspects of Botswana economy, business customs practices, marketing procedures, commercial laws and regulations, tendering procedures. Thorough knowledge of both macroeconomic and microeconomic analytical tools. Good knowledge of general U.S. trade environment.
- f. Skills and Abilities:
Experience with Microsoft Word, Outlook Express or similar e-mail application, and IE or similar web browser is required. Experience with conducting research using the Internet is required. Ability to perform macroeconomic and microeconomic analysis is required.

16. POSITION ELEMENTS

- a. Supervision Received:
The incumbent will be directly supervised by the Economic/Commercial Officer
- b. Supervision Exercised:
None
- c. Available Guidelines:
7 and 9 FAMS, USG publication regarding taxes and customs, US & FCS Operations Manual, instructions from State and Commerce Departments, and consultations with Commercial Officer and Political/Economic Officers.
- d. Exercise of Judgment:
Must gather information about and analyze trends in the Botswana economy, identifying those trends or developments relevant to US interests to the Economic/Commercial Officer orally and through written products. Must exercise judgment to identify commercial opportunities for US firms and the persons in GOB, USG, and the Botswana private sector who those firms should contact. Must judge commercial proposals for viability and potential USG assistance.
- e. Authority to Make Commitments:
None
- f. Nature, Level and Purpose of Contacts:
Expected to develop and maintain a range of contacts with host government officials up to the level of Permanent Secretary, the Director level of various economic/commercial government-owned corporations, and the highest levels of local business organizations, and with leading American and host country businesses.
- g. Time Expected to Reach Full Performance Level:
With prior experience in fields specified (15b), one year, with no previous experience, 18 months.