U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Bogota	Department of State	311001 A71022

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. Reclassification of duties: This position replaces

(Position No.) *(Title)* *(Series)* *(Grade)*

☐ b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority	Cultural Affairs Specialist, 6005	FSN-10		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(if different from official title)*	**7. Name of Employee**
8. Office/Section Public Affairs Section (PAS)	**a. First Subdivision** Cultural Unit (CULT)
b. Second Subdivision	**c. 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)*

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 Chief or Agency Head

Signature of Chief or Agency Head — Date *(mm-dd-yyyy)*

12. I have satisfied myself that this is an accurate description of the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

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

13. Basic Function Of Position

Advise and assist the Cultural Affairs Officer (CAO) to administer the International Visitor Leadership & Voluntary Visitor Programs and other academic and non-academic exchange programs, which includes approximately 140 exchange visitors annually. Work on: promoting the programs internally and externally, briefing/debriefing the participants, advising the participants throughout the pre-departure process, and recommending potential candidates in the areas of Mission goals including: democratic institutions and process, U.S. foreign policy and domestic political and social processes, American studies, economic and trade issues, sports diplomacy, higher education, and the environment, among others. Act as primary liaison between PAS and co-sponsoring institutions and accompany and assist program participants. Advise on U.S. and Colombian Cultural Preservation issues. Develop and maintain personal high-level contacts in NGOs, academia, and government institutions.

14. Major Duties And Responsibilities **% OF TIME**

100%

As the LE Staff with primary responsibility for the International Visitor Leadership Program/Voluntary Visitor Program and other exchanges, track progress on all these programs to ensure their relevance to specific Mission goals, stay current on deadlines; work with all PAS and Embassy-nominated candidates to prepare them to gain the maximum impact from their U.S. experience. Work to increase the knowledge and understanding of the richness and variety of the U.S. in individual contacts and local institutions-both those with little experience and others with considerable exposure to the U.S.
Work to implement mission priorities as they relate to bi-national cultural relations e.g., the renewal of the U.S.- Colombia Cultural Memorandum of Understanding. Propose, review and advise the CAO on candidates for the Ambassador's Fund for Cultural Preservation. Administer the Community College Initiative for university students. Develop and maintain strategic partnerships with key Colombian cultural, academic, governmental and private sector entities, as well as with exchange program alumni, in order to leverage targets of opportunity (i.e. conferences, events, and initiatives) which align with the Mission's interests, programs, and engagement. Provides support staff with updated information for the Contact Database.

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 agency.

15. Qualifications Required For Effective Performance

a. Education:
University degree in the humanities, public affairs, cultural management, business, international relations, communications, or journalism field is required.

b. Prior Work Experience:
Five years prior work in administrative/managerial/consultant capacity, in public relations or in a job requiring regular contact with people.

c. Post Entry Training:
Familiarization with Western Hemisphere Affairs (WHA) offices, other relevant Department of State offices and procedures, the Integrated Country Strategy process and Mission goals, and Embassy procedures.

d. Language Proficiency:
English Level 4 (Fluent) is required. Spanish Level 4 (Fluent) is required.

e. Knowledge:
- The Senior Cultural Specialist must have in-depth historical knowledge and perspectives on the cultural, social, educational, and political values of both the host country and the U.S.
- Must have knowledge and abiding interest in the arts, politics, and the social sciences, and an interest in the United States.

f. Skills and Abilities:
- Must have the ability to develop and maintain extensive high-level contacts with government, cultural, educational communities and others on a constant basis in professional work situations and social occasions.
- Must have the ability to perform essential computer functions, including office automation, with Department or bureau specific systems.
- Must have skills to conduct meetings and handle interviews with the ability relate to a wide variety of people.
- Must exercise excellent judgment and flexibility in day-to-day tasks.
- Must have the ability to perform oversight of support staff actions.
- Must exercise excellent oral and written communications; translation capabilities are important.
- Must have ability to plan and execute complex programs.
- Ability to advice on appropriate strategies for program implementation and evaluation is required.
- Must have ability to manage and update the EVDV database.

16. Position Elements

a. Supervision Received:
The Cultural Affairs Specialist (CAS) is under the direct supervision of the CAO, who may assign particular projects, monitor progress, and assist with any problems that may occur. The CAS provides work guidance and daily activity coordination for up to six colleagues who support programs. The CAS reports on final arrangements to the CAO.

b. Available Guidelines:
The available written guidelines are the WHA cables and the State Department Foreign Affairs Manual (FAM) and Manual of Operation and Administration, which contain regulations governing various aspects of PAS. Guidance and counseling is also available from the CAO and PAO. In general, however, much of the work of the CAS is governed by common sense, knowledge, judgment, experience, and discretion.

c. Exercise of Judgment:
The Cultural Affairs Specialist uses his/her judgment in all aspects of programming. Within the general framework set by the CAO, the CAS makes administrative, financial and scheduling decisions. The CAS needs to demonstrate flexibility and often has to make quick decisions, as the unexpected occurs in Colombia with undesirable frequency (power outages, loss of telephone connections, surprise changes in airline schedules, missing/delayed cargo in customs, etc.) The CAO and PAO, rely on his/her advice on the conduct of professional and social relationships in the host country.

d. Authority to Make Commitments
The CAS has the authority to commit allocated financial resources for a particular project. In consultation with the CAO, he/she handles a budget of approximately $290,000 for the IVLP program. She/he can negotiate per diem, honoraria, and/or fees; can promise (in conjunction with the Information Section) an exclusive radio, TV, or press interview/story to inquiring media contacts; can make commitments on facilitative assistance (i.e., to educational visitors not necessarily sponsored by USG funds, but by private organizations, universities, business corporations, or traveling on their own) to be provided by PAS Bogota. When the CAO is on leave, unreachable, or otherwise occupied, the CAS may act in his/her place and, in consultation with the PAO, make program decisions and commitments.

e. Nature, Level and Purpose of Contacts:
The Cultural Affairs Specialist must develop and maintain strategic partnerships with key high-level host country authorities and personalities such as government officials, directors, general managers, business people, professors, and some politicians, who are highly-regarded in their fields. The purpose of these contacts with key Colombian cultural, academic, governmental and private sector entities, as well as with exchange program alumni, is to promote PAS program activities in the host country, scout future IVLP grantees, leverage targets of opportunity (i.e. conferences, events, and initiatives) which align with the Mission's interests, programs, and engagement and be able to inform PAS and State Embassy personnel of trends in cultural, social, educational, and political affairs. At representational functions, the CAS must be a high-profile, articulate FSN spokesperson for Post programs. In the absence of the CAO, the desk officer knows in Washington that the CAS is empowered to act in his/her place and can discuss pressing issues with him/her.

f. Supervision Exercised
The CAS provides Work Guidance and daily coordination for up to six colleagues who support programs.

g. Time Required to Perform Full Range of Duties after Entry into the Position
Approximately 18 to 24 months are required to initiate the CAS to all of the duties of the position. The position of the CAS is a demanding one that requires on-the-job training, extensive experience, much flexibility and some after-hours work. It is anticipated that the CAS must participate in at least one complete Integrated Country Strategy planning and fiscal year cycle, before he/she can competently perform his/her duties.