

14. Major Duties And Responsibilities

% OF TIME

Market Access and Trade Policy

40%

The incumbent will be responsible for tracking changes in policies which affect US agricultural interests, and report on existing and proposed trade barriers in Colombia in the area of technical and scientific barriers to trade. He/she will also report on technical trade barriers to Washington in scheduled and voluntary reports. The incumbent will serve as an information resource for US/Colombian negotiations regarding sanitary and phytosanitary barriers to trade, and will participate in developing strategies for said negotiations.

As the trade policy specialist, the incumbent will monitor Colombian policy changes related to Codex Alimentarius, World Animal Health Organization (OIE), Biotechnology, Biosafety Protocol, and other advisory boards to the World Trade Organization (WTO). He/she will report to the Agricultural counselor and/or Agricultural Attaché any findings that US agricultural exports to Colombia will be impacted.

USDA Program Coordination

25%

The incumbent will monitor Colombia's use of USDA's GSM-102. He/she will assist the Agricultural Counselor and Agricultural Attaché in working with USDA officials in Washington, and local banks and importers participating in the program. The incumbent will monitor developments in the Colombian financial sector, reporting this information directly to the Agricultural counselor and/or the Agricultural Attaché. He/she will accompany the Agricultural Counselor and/or Agricultural Attaché in meetings with high-level officials in local banks and importing companies to promote utilization of the program.

Advising, Reporting and Representing

20%

The incumbent will serve as an informational resource on agricultural trade policy, providing analysis of the impact of such policies on US agricultural export objectives in Colombia. He/she will provide support to the Agricultural Counselor and/or Agricultural Attaché to develop strategies for opening the Colombian market to US agricultural products. The incumbent will assist the Marketing Specialist to monitor host country marketing practices, laws and policies affecting the import of U.S. agricultural products by Colombia. He/she will draft a wide variety of technical correspondence and in-depth reports in Spanish and English. He/she will create a network of agricultural contacts from both the private and public sectors. The incumbent will regularly access and update the close-contacts list and share information regarding two-way agricultural trade.

Business Assistance

10%

The incumbent will support marketing efforts by working with the Marketing Specialist and Agricultural Attaché to identify import tariffs, non-tariff barriers and other constraints. He/she will service as an information resource for the Agricultural Counselor and/or Agricultural Attaché to resolve market access problems affecting US exporters.

Office Management

5%

In the absence of the Ag Counselor and Ag Attaché, the incumbent will work with other more senior staff to represent the office on trade policy issues. Incumbent will help in the smooth running of the office by providing support to other staff in implementing regular and special project activities.

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:

A Bachelor of Science or Bachelor of Arts Degree in Agricultural Economics, Agronomy or Veterinary Sciences, Biotechnology, Economics, or Business Administration is required.

b. Prior Work Experience:

At least three years of experience in the field of agriculture policy, food policy, trade policy, economics and/or rural development is required.

c. Post Entry Training:

Must study previous reports filed by the office to learn how to write technical reports in the required USDA style. Learn USDA computer communication and reporting systems through online and in-house training.

d. Language Proficiency:

English level 4 (fluent) is required. Spanish level 4 (fluent) is required.

e. Knowledge:

The incumbent must be thoroughly conversant with all aspects of Colombian agricultural policy, agricultural trade policy, and/or rural development, especially as it affects the trade (both imports and exports) of US/Colombian agricultural products. Knowledge of USDA/FAS programs and projects is required.

f. Skills and Abilities:

- Must have strong interpersonal skills to cultivate and maintain working contacts in the private and public sectors and to work cooperatively as a member of a team.
- Must be an astute interpreter of current events in Colombia's agricultural sector and be able to relate them to general political, economic and trade trends in Colombia, in neighboring countries, and in other trading partner countries.
- Must have basic computers skills such as Word, Excel, and PowerPoint.

16. Position Elements

a. Supervision Received:

The incumbent will report directly to the Agricultural Counselor and Agricultural Attaché as appropriate. Some supervision is given, but the incumbent is expected to plan, organize and execute work in his/her area of responsibility independently with some supervision from the Agricultural Counselor and Agricultural Attaché.

b. Available Guidelines:

Foreign Agricultural Service and relevant State Department regulations. The incumbent will receive verbal guidance from the Agricultural Counselor and Agricultural Attaché and written reporting instructions. The incumbent is expected to operate with little formal guidance under very complex situations.

c. Exercise of Judgment:

In the absence of the Agricultural Counselor and Agricultural Attaché, the incumbent must be able to represent the office in meetings with government officials. Must show astute accuracy in his/her analysis of agricultural, trade, economic and political data. The incumbent must demonstrate appropriate judgment in the formulation and implementation of effective agricultural trade policy strategies. He/she must be able to work with Agricultural Marketing Specialist and provide accurate and objective advice to U.S. agribusiness exporters and Colombian importers about regulatory requirements for product entry.

d. Authority to Make Commitments:

The incumbent will have very limited authority to make commitments. He/she has the full authority to talk to technical and high level officials on topics that have been properly cleared on behalf of the Office of Agricultural Affairs regarding USDA trade policies and positions. He/she can provide information and advice to US government officials in Washington, US exporters and local contacts regarding import requirements, tariff levels and agricultural programs. The incumbent, based on his/her knowledge and analysis of an issue, can commit the office to statements regarding US agricultural trade policy issues cleared by USDA and all relevant USG departments and agencies.

e. Nature, Level and Purpose of Contacts:

The incumbent must cultivate and maintain contacts with working level technicians and high level officials in both the private and public sectors. The purpose of these contacts is to represent the USDA to contacts with high level Colombian Government and business officials concerning agricultural trade matters and policies to promote access for US agricultural products.

f. Supervision Exercised:

The incumbent will work with FAS staff in the absence of the Agricultural Counselor and/or Agricultural Attaché.

g. Time required to perform full range of duties after entry into the position:

Two (2) years.