



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

Bogota

2. AGENCY

Department of Agriculture

3a. POSITION NO.

311001 AFAS02

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

Agricultural Specialist, 1515

FSN-11

b. Other

c. Proposed by Initiating Office

6. Post Title Position (if different from official title)

7. Name of Employee

8. Office/Section

Foreign Agricultural Service (FAS)

a. First Subdivision

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 American 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

As a recognized expert on Colombian agriculture, serves as an advisor to the Agricultural Counselor and Agricultural Attaché. Performs the full range of research, reporting, promotional, advisory, negotiating and related services of broad scope and complexity in the field of promoting agricultural trade and reporting. Cultivates high-level contacts in the private sector and government to facilitate resolution of trade disputes that could disrupt U.S. agricultural trade. Is an expert in USDA trade development programs, initiatives and negotiating techniques for negotiating market access issues and supporting bilateral trade negotiations.

14. Major Duties And Responsibilities

% OF TIME

Market Access and Trade Policy

40%

The incumbent is responsible for tracking and reporting on changes in policies which affect US agricultural interests (part of this is reflected in the drafting of the annual Trade Policy Monitoring Report and the Food and Agricultural Import Regulations and Standards report). He/she is also responsible for resolving existing and proposed trade barriers in Colombia in the area of technical and scientific barriers to trade. The incumbent has a strong working knowledge of WTO agricultural trade provisions; sanitary and phytosanitary import requirements; trade policy guidance by international agricultural organizations; and macro and microeconomic concepts and how they impact trade.

As the trade policy specialist, the incumbent will coordinate activities related to Codex Alimentarius, World Animal Health Organization (OIE), Biotechnology, Biosafety Protocol, and other advisory boards to the World Trade Organization (WTO). These actions are aimed to share with the host government the USG views and to solicit its support in international forums.

USDA Program Coordination

25%

The incumbent will be responsible for promoting the operation of USDA's GSM-102 and Supplier Credit Guarantee Programs in Colombia. He/she will serve as a contact for USDA officials in Washington, and local banks and importers participating in the program. He/she will monitor developments in the Colombian financial sector, reporting this information to FAS/Washington through the Agricultural Counselor and Agricultural Attaché. The incumbent will arrange for meetings local bank and importers to promote utilization of USDA programs.

The incumbent will be responsible for monitoring Colombia's US sugar quota and the use of the sugar certificates for quota eligibility (CQE's). He/she will prepare reports on quota use and Colombia's ability to fulfill and/or exceed the quota level.

Advising, Reporting and Representing

20%

The incumbent will serve as the agricultural trade policy expert, providing advice and recommendations designed to support US agricultural objectives in Colombia. He/she will provide support and help develop strategies for opening the Colombian market to US agricultural products. The incumbent will monitor host country marketing practices, laws and policies affecting the import of U.S. agricultural products by Colombia. He/she will prepare a wide variety of technical correspondence and in-depth reports in Spanish and English. He/she will develop a large network of agricultural contacts from both the private and public sectors. He/she will maintain close contact with this network to share information regarding two-way agricultural trade.

Business Assistance

10%

Based on the depth of knowledge of the agricultural situation in Colombia, the incumbent will support marketing efforts by advising US companies and market development cooperators interested in exporting agricultural products to Colombia on import tariffs, non-tariff barriers and other constraints. He/she will service as a liaison with technical-level Colombian officials to resolve market access problems affecting US exporters.

Office Management

5%

In the absence of the Agricultural Counselor and Agricultural 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 five 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

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 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 at the technical level. 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 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 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:

Four (4) years.