



### 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 State

**3a. POSITION NO.**

311001 A73034

**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

Public Affairs Assistant, 6002

FSN-7

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**  
Executive Unit

**b. Second Subdivision**

Press Section (INF/MED)

**c. Third Subdivision**

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

Printed Name of Employee

Printed Name of Supervisor

Signature of Employee

Date (mm-dd-yyyy)

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.**

**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 Chief or Agency Head

Printed Name of Admin or Human Resources Officer

Signature of Chief or Agency Head

Date (mm-dd-yyyy)

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

**13. Basic Function Of Position**

The incumbent serves as Administrative Assistant for the Public Affairs Section (PAS) and reports to the Program Assistant (A70222) and will also receive direction from the PAO and at times, from other American officers directly. Incumbent assists the Program and Financial Assistant in administrative support for grants, procurement actions, and budget. The incumbent updates, maintains, and implements contact databases containing specialized lists for PAS; serves as administrator of the Mission Activity Tracker (MAT) for PAS. Generates invite lists for specific events and research; produces reports on contact lists; and maintains updated viewer/listener/readership numbers and other metrics. Tracks programs and press activities for reference and reporting purposes to Washington and PAS staff.

## 14. Major Duties And Responsibilities

% OF TIME

### Grant responsibilities

30%

The incumbent prepares all domestic and international travel for prospective grantees according to the USG regulations. The incumbent keeps records either electronically or in paper of all information that pertain to grant administration, financial and administrative and program management and all other managerial affairs to the operation of PD. The incumbent assists in the preparation of fixed obligation documents, grant agreements, cooperative agreements and working with GORs ensures compliance to grants, grants regulations, directives and/or FAR procurement regulations; searches the Exclusive Parties List System for all grants; follows-up with PAS officers or GORs from relevant sections on outstanding reports and reviews all financial reports; assigns grant numbers and enters all grants issued by PAS Bogota; Establishes and maintains an on-line Grants Database Management System; maintains all Federal Assistance grant folders by annotating pertinent information and closes all completed grants. Tracks and reports on status of grant reports in a timely manner and in accordance with USG Regulations and procedures. Provides administrative, clerical support and maintains office files.

### Administrative Duties

25%

Uses ARIBA system to process all requisitions for purchases of goods and services required for the PD operations and follows up with GSO and other appropriate Embassy offices to ensure timely procurement. He / She is also responsible for maintaining cable/satellite TV Internet subscriptions for officers, as well as subscriptions to newspapers and magazines. Completes general administrative work necessary in any position, and occasional logistical support for program and press events (including but not limited to, media accreditation, filing center, event check-in, and press escort.) The incumbent takes on additional administrative/clerical duties as assigned in support of PAS and mission wide program priorities. The incumbent serves as back-up to Program/Financial Assistant for range of accounting/vouchering/travel/HR/training coordination/intern coordination and other administrative and program support duties

### Manages contact and project databases

25%

Manages the contact databases containing specialized distribution lists for PAS. Handles daily updates to system as well as large-scale updates. Generates lists for specific events, programs, and research. Produces reports on contact lists and maintains updated viewer/listener/readership lists. Maintains IRC list of pending proposals for library and English Teaching projects, including tracking of existing and proposed grants and projects

### Mission Activity Tracker (MAT) / Tracks Programs and Activities

20%

Serves as administrator for the MAT software designed to capture all PAS activities and results. Resolves issues with the program and PAS users as needed. Reports monthly statistics from the MAT. Provides MAT training to new employees and training on software updates. Inputs routine MAT activities such as press releases, and provides Media Coverage for other MAT drafters. Tracks, monitors and prepares reports on media for coverage of embassy related events through MAT. Monitors and registers national and regional press coverage and placement of Embassy programs and events. Compiles information into a media summary for key events, VIP visits, and other priorities as needed.

***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 Liberal Arts, Political Science, International Relations, Social Science, Public Relations, Business Administration, Journalism, or Communications field is required.

**b. Prior Work Experience:**

A minimum of two year of progressively responsible experience in administrative management is required.

**c. Post Entry Training:**

Becomes familiar with the Mission Plan objectives, PAS Strategic Plan and PAS information resources. Training on MAT system. Training on USG travel and grant regulations. Training in E2 and ARIBA systems.

**d. Language Proficiency:**

English Level 4 (Fluent) and Spanish Level 4 (Fluent) are required.

**e. Knowledge:**

- Must be proficient in database development and management.
- Familiarity of Colombian media, political, economic, social and educational structures and the key figures that lead them is required.
- Must be familiar with local vendors and local services for caterers, translator available.
- Must know the limits within which operates and maintain continued respect to commitments in order to ensure that no legal problems arise because of contacts with service providers or contractors.

**f. Skills and Abilities**

- Ability to independently collect, organize, and analyze large quantities of information on a wide variety of U.S. policy topics is required.
- Ability to use database programs including but not limited to ACCESS is required.
- Ability to use Word programs and current desktop publishing and graphic design software is required.
- Strong aptitude for internet research and database research skills is required.
- Must have excellent interpersonal skills is required.
- Sound intellectual, professional, and political judgment and problem solving skills are required.
- Ability to work quickly and independently with high degree of accuracy and attention to detail is required.

## **16. Position Elements**

**a. Supervision Received:**

Is supervised by Program Assistant (A70222) and will also receive direction from the PAO and other American officers directly.

**b. Available Guidelines:**

Guidance from supervisors and senior officers in the Section, as well as colleagues; the 10 FAM and other training materials as appropriate. Information provided by InfoCentral and other IIP resources.

**c. Exercise of Judgment:**

Incumbent must be judicious and use common sense in dealing with information and translation of information. Judgment will also be used in determining when and if to bring a particular matter to the attention of the supervisor or colleagues; developing guest lists and appointment schedules for post programs; determining what kinds of materials should be compiled into media reports; and prioritizing assignments.

**d. Authority to Make Commitments**

Has the authority to commit to appointments, office calls, etc. in connection with assignments and work requirements.

**e. Nature, Level and Purpose of Contacts:**

Within the Mission, he/she is in daily contact with PAS officers and staff. The position holder is responsible for liaising with Washington to address issues related with the MAT system including any system wide changes for post entries requested by the supervisor.

**f. Supervision Exercised**

The position does not have any supervisory responsibility.

**g. Time Required to Perform Full Range of Duties after Entry into the Position**

Six months.