

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">Abidjan</p>	2. Agency <p style="text-align: center;">DoD</p>	3a. Position Number
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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 Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Program Assistant, 4001	7		
b. Other				
c. Proposed by Initiating Office	Security Cooperation Specialist			

6. Post Title Position (If different from official title) <p style="text-align: center;">Security Cooperation Assistant</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">American Embassy</p>	a. First Subdivision <p style="text-align: center;">Security Cooperation Office</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.  <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Employee</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Signature of Employee                      Date (mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.  <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Supervisor</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Signature of Supervisor                      Date (mm-dd-yyyy)</p>
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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.  <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Chief or Agency Head</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Signature of Section Chief or Agency Head                      Date (mm-dd-yyyy)</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.  <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Admin or Human Resources Officer</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Signature of Admin or Human Resources Officer                      Date (mm-dd-yyyy)</p>
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13. Basic Function Of Position

Serves as the Security Cooperation Specialist in the Security Cooperation Office (SCO). Assists in managing security cooperation programs to include International Military Education and Training (IMET), Foreign Military Financing (FMF), and other program funded by DoS and DoD.

14. Major Duties and Responsibilities \_\_\_\_\_ 100 \_\_\_\_\_ % of Time

Security Cooperation Specialist 90%

Works with AFRICOM and other major commands to devise, plan, and execute a budget for training, humanitarian relief, and program funding worth in excess of \$300K. Ensures that projects associated with the various programs are funded and executed.

Manages Foreign Military Financing (FMF) program valued at \$280K. This program provides grants assist host nation purchase U.S. produced defense equipment and services.

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Two year post secondary education in business administration, political science, international relations, or related social science fields required.

b. Prior Work Experience

Two years in business administration, international development, security cooperation, or related fields.

c. Post Entry Training

Defense Institute for Security Assistance Management (DISAM) training at Wright-Patterson AFB, Ohio. AFRICOM budget workshop and on-the-job training on proprietary software applications for maintaining databases.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III English (reading, writing, speaking) required. Level IV French (reading, writing, speaking) required.

e. Job Knowledge

Must have knowledge of administrative functions and office operations including operating various office machines.

f. Skills and Abilities

Must have good organizational skills and sound judgement. Computer literate; ability to use Microsoft Office suite of software is required. Ability to write correspondence in both French and English is required. Polished personal skills to receive official visitors and to coordinate with senior host nation officials. A current driver's license is required.

16. Position Element

a. Supervision Received

Directly supervised by the SCO Chief.

b. Supervision Exercised

None.

c. Available Guidelines

DoD directives, DSCA directives, AFRICOM instructions and directives, Security Assistance Management Manual (SAMM), Foreign Affairs Manual (FAM).

d. Exercise of Judgment

Must be able to make sound decisions on behalf of the Security Cooperation Office and the US Embassy. Exercise judgement in analyzing incoming correspondence for type of follow-on action.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Security cooperation personnel (GS-9 to GS-14) at AFRICOM for proper execution of programs and office budget. Coordination with ministerial and diplomatic offices for arranging of meetings and seminars.

g. Time Expected to Reach Full Performance Level

One year.

**Addendum 1**

Notifies host nation upcoming training programs and opportunities offered by the U.S. and solicits nominations for programs. Processes between 20 and 70 students for training annually. Routinely communicates with major U.S. military commands on issues involving Ivoirian to include preparation of travel orders, visa applications, advance travel payments and security vetting information for all security forces members selected for training.

Prepares official correspondence in English and French for the SCO Chief to sign when needed and ensure its distribution/dissemination

Routinely updates and maintains security cooperation databases; prepares and maintains weekly quarterly and annual reports as needed.

Responsible for making all arrangements for teams arriving in country, including logistics, facilities, other arrangements.

Office Manager 10%

Serves as backup to Budget Analyst / Office Manager.