



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;">STATE</p>	3a. Position Number <p style="text-align: center;">35300197010</p>
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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) 105 (Grade) 7

b. New Position _____

c. Other (explain) Management - Hiring Purposes

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Administrative Assistant, FSN-105	FSN-7	MHS	04-01-2004
b. Other			HI	
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">US Embassy, Abidjan, Cote d'Ivoire</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">ADMIN</p>	a. First Subdivision <p style="text-align: center;">ADMIN</p>
b. Second Subdivision	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.
<p style="text-align: center;">_____ Typed Name and Signature of Employee Date (mm-dd-yyyy)</p>	<p style="text-align: center;">Management Officer _____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)</p>

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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<p style="text-align: center;">Management Officer _____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p style="text-align: center;">Human Resources Officer _____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)</p>

13. Basic Function Of Position

Serves as office manager and assistant to the Management Officer, providing high-level office management, administrative support, clerical assistance and record keeping.

14. Major Duties and Responsibilities 100 % of Time

The incumbent serves as the first point of contact in the Management Office. Maintains Management Officer's calendar, maintains office supplies for management, maintains roster of Duty Officers and sees to it that the Duty Officer kit is passed to the incoming Duty Officer. Translates Management Notices and other documents from English into French and vice versa, issues Management Notices, posts Management Notices on Post web site. Prepares Country Clearances using eCountry Clearance application including making hotel reservation and notifying the expeditor.

Uses the internet and State Department intranet to locate contacts, find information, research management policy issues and resolve administrative difficulties."

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

High School plus two years of full-time college or university studies are required.

b. Prior Work Experience

Minimum of three years administrative work and office management experience is required.

c. Post Entry Training

Training will be required to ensure a basic understanding of computer hardware and Microsoft Windows-based/U.S. Department of State software applications.

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

Level IV (Fuency) Speaking/Writing/reading in both English and French is required.

e. Job Knowledge

Thorough knowledge of office and administration procedures and etiquette. Knowledge of host country's political structure.

f. Skills and Abilities

Ability to effectively communicate orally and in writing. Must possess excellent interpersonal skills, and ability to work independently or on a team. Must be able to interact effectively with personnel from U.S. Mission and host country ministries, and a wide range of collaborators; both here and in Washington.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the Management Counselor, and is expected to work without constant direct supervision. Projects are delegated, and final products are reviewed.

b. Supervision Exercised

N/A Incumbent supervises no personnel and is not required to write any employee evaluation reports.

c. Available Guidelines

Foreign Affairs Manual (FAM); Foreign Affairs Handbook (FAH), US Embassy rules and regulations and various handbooks, communications guidelines, and Department regulations published in administrative notices.

d. Exercise of Judgment

Incumbent is required to exercise considerable diplomacy, sound judgment, and effective organizational skills on a daily basis to effectively manage a wide variety of projects. Incumbent must be capable of independent, sound judgment in the of duties described above.

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

Incumbent routinely interacts with the Front Office of the embassy and with Locally Engaged Staff in the Management Sections of the embassy. On a less frequent basis, interacts with counterparts in the local government, other diplomatic missions, as well as official U.S. visitors to gather information, coordinate projects, and inform partners.

g. Time Expected to Reach Full Performance Level

Six months