



### 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
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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) Administrative Assistant (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		
b. Other				
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
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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.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee                      Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and 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 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;"/> Typed Name and Signature of Section Chief or Agency Head                      Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources                      Date (mm-dd-yyyy)

13. Basic Function Of Position

Serves as office manager and assistant to the Management Officer, providing 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. Provides full range of administrative and duties to the Management Counselor, including maintaining Management Counselor's calendar, meeting agendas and notes, and making any required logistical arrangements. Screens and distributes cable traffic on a daily basis and follows up on cables requiring responses from management section offices. Prepares country clearance cables (or liaises with other offices to make sure they are prepared), makes arrangements through appropriate offices for expeditor assistance, hotel accommodations, etc., as requested, and maintains log of visitors and related cable correspondence. Drafts, distributes, coordinates and maintains Administrative Notices and Policies.

Serves as recording secretary for various management committees (such as Housing Board, ICASS Council, Post Employment (See Addendum 1))

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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 in English 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. Excellent computer skills to include: Microsoft Word, Excel, Power Point and Outlook required.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the Management Officer, 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

**Addendum 1**

Committee, etc), makes all necessary meeting preparations, prepares and distributes agendas and supporting materials, takes and distributes minutes, and performs special tasks as requested by committee chairpersons. Manages the EER process for 12 foreign service officers, coordinates the management act.

Liaises with AF/EX for post profiles management recertification. Drafts response cables to Washington for incoming cables directed to the Management Counselor. Drafts other letters, memos, notices, and documents as required. Maintains either hard copy filing system for all documents per Department of State policies. Retires/destroys documents per Department of State guidance.

Uses the Internet, and State Department Intranet to locate points of contacts, find information, research management policy issues, and resolve administrative difficulties.