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 | 2. Agency | 3a. Position Number |
|---|---|---|
| American Embassy Abidjan | DoD/AFRICOM | |

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 New position

☐ c. Other *(explain)* _____

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date *(mm-dd-yyyy)* |
|---|---|---|---|---|
| a. Post Classification Authority | SECURITY ASSISTANCE SPECIALIST; FSN-4001 | 10 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | SECURITY ASSISTANCE MANAGER | | | |

| | |
|---|---|
| 6. Post Title Position *(If different from official title)*<br>SECURITY ASSISTANCE MANAGER | 7. Name of Employee |
| 8. Office/Section<br>OSC/AFRICOM | 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 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 Section Chief or Agency Head — Date *(mm-dd-yyyy)*

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.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer — Date *(mm-dd-yyyy)*

13. Basic Function Of Position

This position is established to manage the various DOD Security Assistance programs for Cote d'Ivoire totaling $1.2 million annually. Programs include Foreign Military Financing (FMF), International Military Education and Training (IMET), Humanitarian Assistance (HAP), as well as managing the financial activities including VIP and military visits. Managing programs ranges from oversight of budgets/spending, arranging for students to travel to various locations in the U.S., following up with progress, preparing all documents dealing with these programs and maintaining oversight of all military equipment purchases. This position is located in the Office of Security Cooperation (OSC) with oversight by the Defense Attaché Office.

14. Major Duties and Responsibilities — 100 % of Time

PROGRAM MANAGEMENT — 40%

Works with AFRICOM and other major commands to devise, plan and execute a rapidly expanding budget for training, humanitarian relief, and program funding worth in excess of $600K. Ensures that projects associated with the various programs are funded and executed. This is done in conjunction with OSC/DAO, ensuring money is funded, program or item is purchased via DOD and is delivered to Cote d'Ivoire, working with OSC/DAO and stateside offices.

**(See Addendum 1)**

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15. Qualifications Required For Effective Performance

a. Education

College or university studies-Completion of at least two years post- secondary study in Administration is required.

b. Prior Work Experience

Three years experience in administrative management is required.

c. Post Entry Training

Defense Institute for Security Assistance Management, Wright Patterson Air Force Base Ohio (3 weeks)

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

Level IV (Fluency) speaking/reading writing in both English and French is required.

e. Job Knowledge

General understanding of office procedures and knowledge of accounting principles are required. Must be able to manage students selected for training as well as deal with financial transactions for USG-funded purchases.

f. Skills and Abilities

Computer literacy in MS Office is required. Able to work with computer programs when trained on them. Ability to work independently while managing multiple deadlines, well organized and able to work on several different projects at the same time.

16. Position Element

a. Supervision Received

Initial supervision will be by the OPSCO. OSC Chief will supervise as of Summer 2013. SDO/DATT oversees the entire program.

b. Supervision Exercised

None.

c. Available Guidelines

DOD regulations, hands on training, in residence training at DISAM in Ohio, supervisor based training.

d. Exercise of Judgment

Must make decisions on suitability of students for certain training courses in the states, their level of English, their ability to comprehend, and if necessary recommend removal from training course that a particular student is already enrolled in if needed. Example Students attending Basic English Language who are not progressing are dropped from the program at the Security Managers discretion.

e. Authority to Make Commitments

Security Assistance Manager works with Major Command Security Assistance directors to program funds for training that is set and then can return to country and offer it to the host nation defense forces.

f. Nature, Level, and Purpose of Contacts

Daily contact with OSC and DAO staff, weekly to monthly contact with Major Command Security Assistance staff as well as Stateside training managers/providers, contact with all as needed.

g. Time Expected to Reach Full Performance Level

Six months to one year based on the Security Assistance Fiscal Year cycle.