

Economic Specialist

Basic Function Of Position

Serves as the Economic Specialist in the Embassy, working directly for the Economic Officer within the Political and Economic Section. Performs primary economic analysis and reporting function, with focus on all economic and trade sectors in Denmark as well as in Greenland and the Faroes. Reporting requirements comprise periodic, spot, and trend reporting. Provides brief daily synopsis of economic news. Assists on Protocol issues as needed.

Major Duties and Responsibilities

- 1) Establish and maintain understanding of all bilateral and multilateral trade issues affecting transatlantic and political relations. OECD Trade and Agriculture issues may also require like analysis. Must be prepared to interact with Danish, international, or U.S. officials in order to carry out this task. (25%)
- 2) Perform industrial or economic sector analysis and spot reporting to ensure adequate U.S. response time to developments affecting U.S. policy interests. Provide input for U.S. policy options on sectors encompassing but not limited to: investment, civil aviation, shipping, pharmaceuticals, and intellectual property policy. Reporting can range from briefing embassy officers to writing cables for Washington readers. (20%)
- 3) Analyze Danish macroeconomic performance and maintain statistical database. Highlight key trends that may affect specific U.S. policy or business interests or future U.S.-Danish relations. (15%)
- 4) Prepare annual and periodic reports such as the economic portion of the Country Commercial Guide and the Investment Climate Statement. Develop proposals for periodic economic and trade reports that would be relevant to Washington agencies and initiate such reports in consultation with the economic officer.
- 5) Assist on Protocol issues as needed, including helping the Protocol Assistant in preparation of guestlists and invitations for Embassy events. (10%)
- 6) Accomplishment of the above tasks requires cultivation of contacts across a broad spectrum of institutions in government, industry, and business and professional associations.
- 7) Provide backup for the FSN Protocol Assistant and FSN Political Advisor.

15. Qualifications Required For Effective Performance

- a. Education
Bachelors degree in Economics or related field.

- b. Prior Work Experience
Two years of responsible and internationally oriented experience in industry, trade, finance, or related fields. Higher education levels can be considered as a substitute. Overseas experience would be an additional attribute.

- c. Post Entry Training
Standard FSI training for Economic Foreign Service nationals.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (Fluent) English and Danish required. Written English skills are important.

- e. Job Knowledge
Broad knowledge of Danish and European Union economic and commercial structures, thorough understanding of the mechanisms that regulate international trade and finance.

- f. Skills and Abilities
Ability to undertake independent research and analysis in assigned fields and determine the significance of Danish or EU policy changes; ability to assess validity and relevance of data; and to analyze, evaluate industry and trade developments in a global economic context; and to present findings, conclusions, and recommendations in clear and precise reports either within the Embassy or from the Embassy to Washington agency. Ability to work within a team and to develop contacts. Basic PC skills.

16. Position Element

- a. Supervision Received
General guidance and specific feedback provided and completed reports and other work reviewed and approved by the Economic officer.

- b. Supervision Exercised
N/A

- c. Available Guidelines
Department manuals, regulations, instructions and policy papers. Communications from the Department will also provide short and medium-term guidance. Reporting from other posts will help provide context in which Department guidance should be implemented.

- d. Exercise of Judgment
A high level of professional judgement in the selection and evaluation of data, in the perception of potential developments, and in evaluating the value of the professional contacts.

- e. Authority to Make Commitments
N/A

- f. Nature, Level, and Purpose of Contacts
Host government, business organization and individual business contacts at professional level, with the purpose of soliciting and verifying information, or interpreting policies and objectives.
Professional and working-level contacts with the purpose of eliciting or verifying information.

- g. Time Expected to Reach Full Performance Level
One to two years.