

Addendum 1

GENERAL ASSISTANCE: 25%

- Provides substantive assistance to the U.S. Treasury's Resident Advisor in the preparation of economic reports, policy position papers, and training presentations, adapting these communications to local norms by navigating cultural communication barriers.
- Manages the process of procuring the venues and making other preparations for seminars and training sessions.
- Assists in arranging travel and accommodations for U.S. Treasury personnel visiting El Salvador.

COMMUNICATION AND RELATIONSHIPS: 25%

- Maintains strong, active, professional relationships with senior level staff of counterpart organizations.
- Carries out day-to-day communication between U.S. Treasury Resident Representative Office and the staffs of the Ministry of Hacienda, Central Reserve Bank, other government organizations, commercial banks and other financial institutions.
- Coordinates and schedules meetings with officials of the government of El Salvador, multi-lateral agencies and private industry.
- Collaborates in setting agenda for policy and working group meetings, prepares and distributes agendas for meetings and participates in meetings.
- Maintains control and records of incoming correspondence and action documents and follows up on work in progress to ensure timely reply or action.

ANALYSIS AND INFORMATION MANAGEMENT: 20%

- Manages documentation and the information flow on development work relating to financial inclusion, micro-credit, banking and macroeconomics in El Salvador, Costa Rica, Honduras and the Dominican Republic
- Creates and maintains financial and economic databases.
- Evaluates, analyzes and provides commentary on economic research for El Salvador.□
- Performs independent analysis of financial inclusion and economic policy matters concerning El Salvador.
- Helps prepare monthly report and updates the current work plan based on progress made in ongoing projects.

TRANSLATION AND INTERPRETATION: 20%

- Translates technical documents and position papers from English to Spanish and from Spanish to English dealing with micro-credit, banking, and fiscal matters.
- When necessary conducts Spanish-English interpretation in technical meetings.

ADMINISTRATION:

- Maintains control and records of cash purchases and office procurements.
- Handles vouchering pursuant to the operation of US Department of Treasury's operations in El Salvador