Addendum 1

the mission's MSP goals.

- Act as a Grant Officer Representative (GOR) for PAS grants as needed by the Grant Officer. As GOR, coordinates and consult with the recipient on all programmatic, scientific, an/or technical matters that may arise in the administration of the grants; evaluates project performance; assist the recipient in proble identification and solution; visit the recipient place(s) of performance to evaluate progress or problems; receive and review required recipient reports to ensure that they are timely and complete; assist the grant officer in project closeout.

Speaker/Specialist Programs and Artistic/Performer Programs 35%

- Under the supervision of the CAO, manages the Public Affairs Speaker/Specialist program, including the normal PAS complement as well as programs funded under the Inter-Agency Agreement with USAID.

- Suggests specific projects in support of Mission Program Plan/Public Affairs Section goals, especially in the areas of economic growth, mutual understanding, democracy, citizen participation and the rule of law.

- Identifies local host organizations and institutions and works with Public Affairs colleagues, USAID staff and others to design and develop each program.

- Accompanies speakers on programs in San Salvador and around the country

- Coordinates scheduling of speakers with ECA/IIP program offices in Washington, and all logistical needs (transportation, hotels, materials, equipment, and translation/interpretation services) with the OMS at post.

Outreach/Contact Development 15%

- Under the supervision of the CAO, provides guidance on PAS grants application guidelines to government agencies, non-governmental organizations, foundations, associations, museums, universities and other institutions interested in developing

- Advises the CAO and PAO about changes in local institutions and about political and social trends that could affect Public Affairs programs.

- Suggests participants for exchanges/partnerships with Salvadoran and U.S. institutions for International Visitor and Voluntary Visitor programs, representational events and other projects.