



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <b>SAN SALVADOR</b>	2. Agency <b>DEPARTMENT OF STATE</b>	3a. Position Number <b>C73023</b>
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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) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) **NEW INCUMBENT**

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	<b>CULTURAL AFFAIRS (SPEAKERS) ASSISTANT/FSN-6005</b>	FSN-09	<b>KK</b>	<b>3.12.14</b>
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <b>PUBLIC AFFAIRS SECTION</b>	a. First Subdivision <b>CULTURAL AFFAIRS OFFICE</b>
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.  <b>STACY SESSION</b> _____ Printed Name of Supervisor  _____ Signature of Supervisor                      Date (mm-dd-yyyy) <b>3/11/14</b>
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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.  <b>MARI TOLLIVER</b> _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head                      Date (mm-dd-yyyy) <b>3/11/14</b>	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.  <b>KAREN KLAVER, HRO</b> _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer                      Date (mm-dd-yyyy) <b>3.12.14</b>
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13. Basic Function Of Position  
 To address ICS and Public Affairs Section goals, the position manages social media content; manages grants to cultural and educational institutions and suggests, designs and implements U.S. Speaker/Specialist, and Artistic/Performer programs. These goals are achieved by using initiative and drawing upon contacts within the U.S. Embassy, academia, Salvadoran government agencies, private sector, and non-governmental institutions

14. Major Duties and Responsibilities
- |   |                 |
|---|-----------------|
| Social Media  | _____ % of Time |
| - Manages Embassy social media outreach, including providing editorial guidance for one Social Media contractor for Facebook content development, postings and responses to Facebook community. | 25%             |
| - Stays abreast of technical requirements and new developments in the use of Facebook and assists PAS staff and other embassy personnel in uploading content to this platform upon request.     |                 |
| Grants Management   | 25%             |
| - Assists Salvadoran organizations in developing appropriate programs and create content in their grant proposals in consonance with  |                 |

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**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 problem 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.