

Addendum 1

TRAINING, POLICY, PAPERS AND PRESENTATIONS:

20%

Provides substantive assistance to the U.S. Treasury's Resident Advisor in the preparation of policy position papers, reports on recommended business processes, systems, procedures, regulations and organizational development as well as associated training presentations, adapting communications to local norms by navigating cultural communications barriers.

- Manage the process of procuring the venues and making other preparations for seminars and training sessions.
- Assist in arranging travel and accommodations for the Resident Advisor and other US Treasury personnel visiting El Salvador.

COMMUNICATION AND RELATIONSHIPS:

20%

-Carries out day-to-day communication between US Treasury Resident Budget and Accountability Office and the staffs of the Ministry of Hacienda (especially the General Department of Treasury,), the Central Reserve Bank, other government organizations, commercial banks, other financial institutions, and international organizations.

- Coordinates and schedule 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 government treasury management and related systems.
- Creates, maintains and or evaluates financial databases pertaining to treasury management.
- Evaluates, analyzes and provides commentary on treasury management and public finance research for El Salvador.
- Performs analysis of treasury systems and other related public finance system policy matters concerning El Salvador.
- Helps prepare and regularly revises the overall engagement work plan and project specific work plans. Helps prepare monthly reports and updates the current work plan based on progress made in ongoing projects.

TRANSLATION AND INTERPRETATION:

30%

- Translates technical documents and position papers from English to Spanish and from Spanish to English dealing with treasury management and related financial systems.
- Translates all correspondence including e-mails between the Resident Advisor and Spanish speaking governmental counterparts.
- Conducts Spanish-English Interpretation in all technical meetings attended by the Resident Advisor which are conducted in Spanish.

ADMINISTRATION: 10%

- Maintains control and records of cash purchases and office procurements.
- Maintains hard and soft filing system within the Office of the Resident.
- Handles vouchering pursuant to the operation of US Department of Treasury's operations in El Salvador.
- As necessary makes travel and related arrangements for the Resident Advisor, both for local and international travel.
- Schedules meetings on behalf of the Resident Advisor.
- Other duties as assigned.