

Addendum 1

1. Agricultural Marketing and Trade Assistance: 60%

- Collects data and information from a variety of sources, including government, agricultural and trade associations, publications, El Salvador's federal register (Diario Oficial), and news media.
- Contributes to the preparation of scheduled and unscheduled reports by gathering, selecting, and compiling economic data, local agricultural production, consumption, trade, and government import regulations and procedures. Prepares reports in GAIN format for transmission to FAS/W.
- Drafts FAS Market Briefs on specific agricultural products to be submitted to FAS/W.
- Responds to routine and moderately complex trade inquiries from U.S. agricultural trade representatives, trade associations, FAS cooperators and U.S. companies/exporters. Answers inquiries from local exporters/importers wishing to contact U.S. agricultural traders.
- Drafts replies to inquiries received from U.S. and local firms regarding import protocol and procedures.
- Supports in the planning, research, promotion, implementation, and administration of trade promotion projects, activities, FAS regional Annual Work Plan and FAS regional Annual Marketing Plan. This includes logistical support such as preparation of materials, invitations, locating facilities for events, recruiting participants, and hiring and supervising temporary staff. Solicits and analyzes bids for services.
- Follow up to marketing and trade events in order to obtain success stories to report to FAS/W.
- Under the supervision of the Agricultural Counselor and/or Attaché, assists the Ag. Specialist in the implementation of a variety of USDA marketing and export credit programs, including the Cochran Fellowship Program, USDA food aid and GSM-102.
- Provides information and support services to visiting U.S. officials and trade representatives and U.S. market development cooperators. Assists in arranging appointments for U.S. visitors (including FAS and other USDA official visits) with host country government agencies, agricultural and trade associations, and private companies.
- Incumbent provides U.S. commodities and product information to local agricultural and food sources.

2. Office Management and Administrative Support: 30%

- Carries out and coordinates all of the day-to-day office management and administrative support. Maintains incoming and outgoing correspondence in the office, drafts correspondence in both English and Spanish. Manages data, files and computer security of the office.
- Prepares documents pertaining to expenditures of office funds in accordance with established procedures and post operating manuals. This document preparation includes preparing the necessary forms to initiate payment of bills related to office operations and sending the completed forms to the post Financial Manager Office. Registers expenses in all accounts for San Salvador Office of Agricultural Affairs. Checks availability of funds in order to process payment. Manages office petty cash and micro-purchase credit card. Prepares administrative reports on expenditures for submission to FAS Guatemala.
- Maintains post financial records and prepares financial planning and management reports required by FAS/W.
- Maintains updates and expands the office database on FAS instructed software. Responsible for sending annual contact report to Washington.
- Reviews workload counts and coordinates all office documents and materials related to ICASS. Instructs and supervises services contracted and oversees full completion of the contract.
- Prepares documents involved in providing Certificates for Sugar Quota Eligibility for the U.S. tariff rate quota allocated to El Salvador.
- Maintains files of USDA, Salvadoran and private sector reports, publications, circulars and other official publications.
- Maintains and updates office inventory. Maintains sufficient inventories of supplies on hand to ensure the smooth operations.
- Prepares Travel Authorization forms, and assists with arrangements and travel reports for San Salvador office personnel. Drafts and prepares country-clearance cables for USDA visitors.
- Maintains office communications and other office equipment.

3. Office Data Processing and Communication Systems: 5%

- Communicates with the FAS Help Desk in Washington to carry out routine checks, preventive maintenance, and troubleshooting related to office computers. Monitors and coordinates operation and maintenance of internet connection with the Embassy, Guatemala and FAS Help Desk.
- Handles electronic office communications in conjunction with Agricultural Specialist
- Maintains computer-based files.

4. Translations Services: 5%

Acts as an interpreter/translator, including translating documents and correspondence from English to Spanish and vice-versa. Occasionally interprets for U.S. visitors and/or Salvadoran traders.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.