U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post	2. Agency	3a. Position Number
Guayaquil	**DOS OBO**	**OBO006**

3b. Subject to Identical Position? 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) _____

5. Classification Action	**Position Title and Series Code**	**Grade**	**Initials**	**Date (mm-dd-yyyy)**
a. Post Classification Authority	Administrative Assistant, FSN-105	6		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
8. Office / Section Overseas Building Operations (OBO)	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position

Vacant

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

Alexander B. Alvia – Construction Executive

Printed Name of Supervisor

Signature of Supervisor — Date (mm-dd-yyyy): 05-05-2015

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

Alexander B. Alvia – Construction Executive

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head — Date (mm-dd-yyyy): 05-05-2015

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.

Teena Ege

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer — Date (mm-dd-yyyy)

13. BASIC FUNCTION OF POSITION

Provides various administrative and clerical duties in support of OBO.

14. MAJOR DUTIES AND RESPONSIBILITIES

1. Prepares and disseminates weekly reports showing status of office in OBO, highlighting the project funds, as well as the reports required for the Project Director (PD). Compiles data for financial plans, management report and periodic review. Checks priorities of obligations and expenditures against financial plan. Makes summary analyses and recommendations on funding shortfalls and reallocations. Also complies the annual budget submission under the direction of the OBO PD, develops a monthly financial plan with the Post's annual allotment. Drafts and compiles the worksheets for allotments and sub-allotments of the funds for distribution.

Reviews and administers the approved budget in accordance with the agency procedures and standards, with the responsibility for the preparation and submission to the agency of all prescribed financial reports. 20%

2. Monitors consulting firms purchase orders/contracts and personal service contracts to ensure compliance with the terms of the contracts. Provides payment recommendations to the OBO PD for technical and legal consultants' fees and project personnel invoices, contract invoices and monthly payment requests.

Receives procurement requests from the supervisor. Reviews procurement requests for completeness and presence of necessary technical information. Determines type of action necessary and identifies the fiscal account to be charged. Acts as liaison between OBO and consulate/embassy procurement section. Assists in providing necessary information. Develops and maintains status log for all purchases for the OBO office. Prepares any information/reports on procurement as directed by OBO PD. 20%

3. Administrative Duties:

Makes travel arrangements and hotel reservations and keeps abreast of various procedural requirements, for example, procedures required to process travel vouchers and travel advances.

Establishes and maintains office administrative operations and reporting procedures:

- Establishes and manages construction files and records for the project;
- Responsible for preparation and submission of Time & Attendance records;
- Serves as the sub-cashier for petty cash purchases for OBO;
- Provides coordination liaison between the OBO and other Embassy Administrative offices;
- Researches and compiles background information and composes, proofs and edits drafts of letters, reports, cables and memoranda regarding administrative issues;
- Responsible for office supplies, repair of office equipment and printing services;
- Maintains calendar of meetings for the project director and coordinates preparations for official visits;
- Directs telephone, personal, and written inquiries to appropriate office personnel;
- Performs other office duties as directed by the project director. 60%

15. REQUIRED QUALIFICATIONS

EDUCATION:
High School Diploma and two years of post-secondary education is required.

PRIOR WORK EXPERIENCE:
Three years of progressively responsible clerical and secretarial work with experience in basic accounting and/or bookkeeping principles

POST ENTRY TRAINING:
Petty Cash; T&A, e2 Solutions, eServices, ILMS, and Ariba Spend Management on the job trainings.

LANGUAGE PROFICIENCY:
Level IV (fluent) speaking/reading/writing English is required.
Level IV (fluent) speaking/reading/writing Spanish is required.

KNOWLEDGE:
Must have good working knowledge of OBO budget reporting procedures, good knowledge of OBO accounting principles, familiarity with Consulate/Embassy procurement policy and procedures.

SKILLS AND ABILITIES:
Excellent organizational skills, basic computer skills (MS Office - Word, Excel, Power point, Internet), ability to work under pressure; ability to work effectively especially in a construction environment.

16. POSITION ELEMENTS

SUPERVISION RECEIVED: Supervised by OBO Project Director or designee.

AVAILABLE GUIDELINES: OBO Office Guidelines.

EXERCISE OF JUDGMENT: Expected to exercise judgment in prioritizing daily work to meet tight schedules.

AUTHORITY TO MAKE COMMITMENTS: None

NATURE, LEVEL, AND PURPOSE OF CONTACTS: Guayaquil authorities (mid-level) in municipality, ministries, construction firms. Purpose of contact is administrative – invitations, set up meetings and confirm appointments.

SUPERVISION EXERCISED: None

TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES AFTER ENTRY IN TO THE POSITION: Four months