

Addendum 1

Events Planning:

- Coordinate the development and implementation of relevant programs to enhance post morale in the following categories: US traditions, host country culture, and social, educational and recreational activities.
- Encourage volunteerism through community outreach.
- Facilitate morale-enhancing seminars and workshops.

Crisis Management and Security Liaison:

- Relay critical security information between post management and the Consulate community.
- Represent the interests and concerns of the Consulate community when security or crisis situations arise.
- Serve on the Emergency Action Committee and be responsible for rumor control.
- Work with PSO to organize security briefings, contingency planning seminars, and town meetings to ensure emergency preparedness and disseminate information.
- Work with the Consulate section to maintain a warden system database for all employees and family members that includes safe haven addresses.
- Provide and explain evacuation regulations and allowances to community members.
- Provide departure and safe haven info to FLO during an evacuation.
- Work with post management to rebuild the Consulate community in the aftermath of any crisis or disaster.

Information and Resource Management:

- Gather, maintain and disseminate information to the community, post management, and appropriate offices within the Department.
- Establish and maintain a community resource center that includes Internet/Intranet access.
- Develop client database and CLO information for post's web site.
- Market the CLO program to the community and post management to garner support.
- Submit semi-annual activity report to FLO.
- Submit updated post information to OBC, Allowances Office and FLO.

Welcoming and Orientation:

- Provide pre and post arrival information and resources to ensure successful acclimation to post environment.
- Organize and maintain an effective sponsorship program.
- Organize welcome activities.
- Coordinate post's official orientation program.

Guidance and Referral:

- Provide confidential support to individuals and groups within the Consulate community.
- Utilize available resources to address concerns and meet needs.
- Recommend referrals as appropriate.
- Represent individual and/or collective concerns to post management as appropriate and help formulate solutions.

Education Liaison:

- Establish and maintain liaison with schools used by post families.
- Provide information and referrals on educational options available at post and other potential locations.
- Facilitate programs that support students and youth at post.
- Prepare the annual School Summary Report for the Office of Overseas Schools.
- Prepare the annual Child Care Report for FLO.

Employment Liaison:

- Advocate for family member employment at the Consulate and on the local economy.
- Advertise employment opportunities.
- Serve on the Post Employment committee.
- Promote negotiation of reciprocal bilateral work agreements.
- Encourage and facilitate alternative employment options.
- Inform family members on EFM employment programs managed by the DOS.
- Encourage and assist family members to apply for functional training.
- Administer any summer hire program.
- Coordinate and maintain post's Family Member Employment Report (FAMER).

15. Qualifications Required For Effective Performance

a. Education

Minimum - High School Degree

b. Prior Work Experience

Three - five years of professional work experience. Experience in the use of the Microsoft computer environment and ability to draft and edit material for correspondence and publication required.

c. Post Entry Training

Post Training

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level 3 English - speaking, reading and writing.

e. Job Knowledge

Knowledge of all U.S. Government agencies at Post, the agency composition, its officers, major agency functions and staff. Knowledge of U.S. Government and State Department regulations, policies and initiatives that govern programs and benefits critical to the general well-being of DOS and CBP employees and family members overseas. Must have a good understanding of host country laws, practices and environment.

f. Skills and Abilities

Must be able to deal with people in a courteous and tactful manner. Must be able to work through others, normally outside the U.S. Government, to accomplish assigned tasks.

16. Position Element

a. Supervision Received

Directly supervised by Management Officer

b. Supervision Exercised

None

c. Available Guidelines

CLO materials and Family Liason Office contacts.

d. Exercise of Judgment

Broad.

e. Authority to Make Commitments

Limited.

f. Nature, Level, and Purpose of Contacts

All U.S. Government Employees, family members and other members of the community. Nature of contacts is to disseminate information, provide advice, improve quality of life, give informal counseling, and orientation to the new post (Hamilton).

External contacts include school teachers and administrators, commercial vendors and service personnel (ie local travel agencies, hotels, shops, restaurants, recreational and cultural facilities).

g. Time Expected to Reach Full Performance Level

Six Months.