Signing Instructions

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
Hamilton, Bermuda	State	321491 A12001

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	Public Affairs Assistant, 6002	FSN-9	B	02/10/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(If different from official title)* Public Diplomacy/Political/Economic/Commercial Assistant	7. Name of Employee
8. Office/Section American Consulate General	a. First Subdivision Executive
b. Second Subdivision PAS	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Printed Name of Employee / Date *(mm-dd-yyyy)*	10. This is a complete and accurate description of the duties and responsibilities of this position. Mary Ellen Koenig / 8/23/16 Printed Name of Supervisor / Date *(mm-dd-yyyy)*
Employee Signature	Supervisor Signature
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. Mary Ellen Koenig / 8/23/16 Printed Name of Chief or Agency Head / Date *(mm-dd-yyyy)*	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 M. Ege / Teena M. Ege / 08/25/2016 Printed Name of Admin or Human Resources Officer / Date *(mm-dd-yyyy)*
Chief or Agency Head Signature	Admin or HR Officer Signature

13. Basic Function Of Position

To develop and execute political, public diplomacy, economic, and commercial reporting programs maximizing the tools available to a small post. Responsible for 1) staying current on local political, economic, and commercial affairs and reporting thereon; 2) implementing post's public affairs programs, including public diplomacy projects and media relations; 3) conceiving and organizing special activities and projects in support of post's political, economic, and commercial interests.

14. Major Duties and Responsibilities — 100 % of Time

POLITICAL ASSISTANT — 25%

-Review daily print and other media sources, inform CG and DPO of important happenings and draft follow-up cables or other documents.
-Research and write required reports, post highlights and miscellaneous documents such as briefing memos.
-Maintain subject matter and bio files.
-Develop and maintain relationships with Bermuda government officials and representatives of private organizations and nonprofits in support of post's programs.
-Update post's Mission Activity Tracker.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Two years of college/university studies required.

b. Prior Work Experience

Five years in position of responsibility with proven ability to work independently, communictae as well orally and in writing (clear, concise, grammatically correct), and the confidence to liaise with government and community figures.

c. Post Entry Training

Training in how to write cables and access public affairs sites and programs. Specific FSI training on Public Diplomacy, Political/Economic training, GOR Training required.

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

Level IV English.

e. Job Knowledge

Broad understanding of the political and economic climate in Bermuda and relations between Bermuda and the U.S. and U.K. Specific understanding of the structure of the host government. Knowledge of government and business VIPS, NGOs, and other resources. Specific understanding of U.S. policy on Bermuda and the issues of inerest to the U.S. Excellent knowledge of grammar and effective writing skills.

f. Skills and Abilities

Ability to understand and follow instructions; prioritize; draft in a clear, concise and grammatically correct manner and to communicate ideas both verbally and in writing. Good computer skills. Good analytical skills to evaluate information. Be able to work independently and with a team.

16. Position Element

a. Supervision Received

Overall direction from the Consul General. For the most part, works on own initiative.

b. Supervision Exercised

None.

c. Available Guidelines

FAM, Department of State cables and ad hoc instructions and guidance from supervisor.

d. Exercise of Judgment

Substantial reliance is placed by the CG and DPO on the incumbent's judgment. Must exercise prudence and responsibility in representing Consulate with outside contacts, independently develop contacts and elicit information through active representation and contact work. Must evaluate information and people and advise Consulate officers accordingly.

e. Authority to Make Commitments

Has authority to reply to routine inquiries and to commit the office in arranging programs, meetings, and appointments for official visitors.

f. Nature, Level, and Purpose of Contacts

Contact on as-needed basis Bermuda government officials and members of the public for purposes of obtaining information and organizing meetings and public diplomacy projects. Contact with the media to arrange coverage of CG and Consulate activities and positions on different issues.

g. Time Expected to Reach Full Performance Level

One year.

Addendum 1
-Prepare and update post's reporting plan.

PUBLIC AFFAIRS 50%
-Take the lead in developing and implementing public diplomacy programs such as exchanges, educational advising, and cultural programing.
-Monitor progress of exchange alumni in key positions of influence and monitor implementation of lessons learned on the exchange.
-Prepare documentation for CG to use in lobbying for funding support.
-Write speeches and correspondence for CG.
-Oversee updates to post's website and other social media platforms.
-Plan/order/disseminate/report on use of IPP products.

ECON/COMMERCIAL 10%
-Write economic portions of post highlights.
-Draft all Econ/Commercial cables and reports.

MEDIA AFFAIRS 10%

-Develop and implement plans for the multimedia coverage of Consulate programs.
-Serve as the face of the Consulate with media.
-Organize press conferences, draft/issue press releases and conduct appropriate follow-up.
-Draft and place op-eds for CG
-Encourage the media to partner with the consulate on issues of relevance to the community by issuing public service announcements.

SPECIAL PROJECTS/BACK-UP DUTIES 5%
-Conceive, coordinate and organize special events.
-Identify current issues and relevant players and organize information-gathering meetings for the CG.

**Note: 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 peform other duties as assigned by the agency.