INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Mexico City	State	ANA-U84

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. Reclassification of duties: This position replaces Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☒ b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/Mexico City	Administrative Clerk FSN-0105	6		06/17/2013
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) COR Administrative Assistant	7. NAME OF EMPLOYEE
8. OFFICE/SECTION INL	a. First Subdivision INL Management Section
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee — Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. Typed Name and Signature of Local Supervisor — Date(mm-dd-yy)
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. Typed Name and Signature of American Supervisor — Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Typed Name and Signature of Human Resources Officer — Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Provide required administrative support for the Contracting Officer's Representative (COR) area at the International Narcoics and Law Enforcement Affairs (INL) Section of the American Embassy in Mexico. This position will provide general office administrative and clerical services. The incumbent will establish and maintain office documentation and correspondence in accordance with agency regulations and procedures and source these documents when needed.

14. MAJOR DUTIES AND RESPONSIBILITIES — % OF TIME

For further details, refer to attached document.

MAJOR DUTIES AND RESPONSIBILITIES

1. Administrative Related Activities 50%

The incumbent writes, draws up, composes and edits project requirement documents and communications to assist the Contracting Officer's Representatives, including but not limited to, performance work statements, statements of work, statements of requirements, independent government estimates, sole source justifications and source origin waivers. The incumbent reports results to the CORs. The incumbent provides additional language support, if necessary, while entering requirements into the purchasing system (Ariba). As member of the COR area, the incumbent will assist with tracking procurement actions, payment to the different Contractors/Vendors (COAST) and keeping the different files up-dated.

a. Perform a wide variety of administrative duties, including scanning, filing, records searches, and the assembling of materials for use in preparing reports, etc., from oral instruction or in accordance with standard INL office procedures.
b. Create, maintain, review, and update files in the INL BIO network, of all essential documents required by the COR for contracts, cooperative agreements and IAAs, contracts, and reports. Source these documents when required and ensure documentation is current and available for any audits or inspections that might be conducted.
c. Prepare and manipulate Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations. Utilize SharePoint for intra Agency collaboration.
d. The incumbent prepares a variety of correspondence, reports, and presentations in both English and Spanish from drafts into proper format making sure to use correct spelling, grammar, capitalization and punctuation. Drafts correspondence regarding NAS matters in State Department format for delivery to U.S. Government officials.

2. General Support 35%

The incumbent maintains Merida Initiative Acquisition projects documentation by assisting CORs to preserve project files, both paper and electronic, including contractual documentation, invoices, letters, memorandums and other office correspondence.

The incumbent shall provide quality assurance surveillance assistance to COR to ensure the US government receives goods and services as contractually agreed upon.

3. Other duties 15%

The incumbent Conducts other duties and responsibilities as dictated by the COR personnel of INL Mexico City.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

Minimum of a high school diploma is required.

b. Prior Work Experience:

At least four years in administration field is required.

c. Post Entry Training:

None.

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

Spanish level IV; English level III

e. Job Knowledge:

Strong organizational skills are required. Must be able to deal effectively with senior USG officials within and outside the US Embassy, as well as senior GOM officials. Must have demonstrated ability to plan, organize and manage a project with limited guidance and supervision and be able to effectively prioritize assignments. Must have knowledge of administrative procedures, such as, filing. Maintaining records, establishing filing systems. Must have working knowledge of basic accounting functions to include budget development, bookkeeping and record keeping functions.

f. Skills, and Abilities:

MS Word, Excel, Power Point, database, Acrobat, internet, and Microsoft project in order to maintain oversight of the COR area related products to be delivered under the terms of the Merida Initiative for the GOM. Assists in the preparation of presentations and briefings. Prepares and manipulates Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations. Utilize SharePoint. Shall be able to effectively communicate with vendors, INL staff, mid-level INL officer, and with technical-level host nation personnel on issues related with Contracts. Must be able to work under pressure, to deal with overlapping tasks, and to work independently in the event the CORs are not in the office.

16. POSITION ELEMENTS:

a. Supervision Received:

Employee works under the general supervision of the COR's Supervisor.

b. Supervision Exercised:

None

c. Available Guidelines:

Federal Acquisition Regulations (FAR), DOS Acquisition Regulations, Foreign Affairs handbook (FAH); Foreign affairs Manual (FAM), INL Program and Policy Guide; Foreign Assistance Act; INL/RM Mexico internal policies & procedures.

d. Exercise of Judgment:

Exercises considerable independent judgment in performing the most relevant functions of the position to provide administrative support and continuity to the COR portfolio initiatives and manage the day to day Administrative Operations.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

American Officials, Contractors, CORs and Contracting Officers.

g. Time Expected to Reach Full Performance Level:

4 months.