

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <u>Chisinau</u>	2. Agency State	3a. Position Number A70106		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade)  <input type="checkbox"/> b. New Position  <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Public Diplomacy Program Assistant	FSN-8		
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title) Public Diplomacy Program Assistant		7. Name of Employee		
8. Office/Section Public Affairs Section		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.  _____ 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.  _____ Printed Name of Supervisor  _____ Signature of Supervisor                      Date (mm-dd-yyyy)		
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.  _____ Printed Name of Chief or Agency Head  _____ Signature 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.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer                      Date (mm-dd-yyyy)		
13. Basic Function of Position  Under the general supervision of the Public Affairs Officer and Cultural Affairs Specialist, the incumbent manages post's English language programming and performs a variety of responsible administrative duties relating to specific cultural and educational programs.				
14. Major Duties and Responsibilities				

## Administration of English Teaching Programs 50%

The incumbent organizes and administers the Embassy's English Teaching (ET) programs, overseeing the English Language Fellow (ELF), Access Microscholarships, Teaching Excellence and Achievement Program, E-teacher and other online programs, the English Teaching Resource Center (ETRC) and English Resource Centers (ERCs), and all other ET programs, in addition to managing the relationship between PAS and the Moldovan Association of English Teachers (META) and partnering non-governmental organizations implementing programs in the English language teaching field.

Responsibilities include planning for promoting English teaching in Moldova; proposing and evaluating methods of improving ET programs and their impact; advising PAO on potential program candidates and drafting justifications; coordinating American grantee placement, program logistics, and registration/visa procedures with ECA and Moldovan governmental authorities and educational institutions; working closely with ECA/RELO/ESL/ELF, Moldovan educational institutions, and the Ministry of Education and regional educational departments on ET activities (seminars, conferences, workshops, visits, presentations, etc.); monitoring and reporting on outcomes of all program activities; working with Moldovan grantees on drafting grant proposals, budgets, and program reports; drafting and submitting proposals and quarterly reports to RELO and ECA offices through the online database; coordinating the necessary supply of support materials such as books, magazines, pamphlets, and electronic devices; providing regular guidance to ETRC contractors and Access program country providers; and conducting pre-departure and debriefing sessions for Moldovan and American participants in ET programs and activities.

## Exchange and Cultural Program Support 50%

The incumbent manages the administrative aspects of PAS exchange and cultural programs, which includes but is not limited to: drafting and sending notification letters; collecting necessary documents from participants; maintaining paper and electronic files; visa referral and processing (in coordination with Embassy Consular Section and appropriate government ministries); scheduling and coordinating participant travel; organizing lodging, travel, translation, and other logistics for visiting American and Moldovan specialists and scholars; drafting reports; and ordering pamphlets and supplies necessary for programs. A significant component of the position is managing all online data entry systems for exchange programs, involving information input and exchange, report submission and monitoring, and information and applicant tracking across multiple databases.

\*\*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 perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performancea. Education:

University degree in foreign languages, American Studies or international relations is required.

b. Prior Work Experience:

Minimum two years of progressively responsible administrative experience in Program Support is required.

c. Post Entry Training:

Incumbent is eligible for State Department training programs, and will receive on-the-job training regarding Dept. of State regulations, exchange programs, and job-specific databases.

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

Level IV (Fluency) speaking/reading/writing English, Romanian and Russian is required. Incumbent must be able to provide ad hoc translation and interpretation in all three languages.

e. Job Knowledge:

Detailed knowledge of Moldovan educational system; Moldova's political, economic and social structures; Moldova's governmental and non-governmental institutions; key figures of Moldova's educational and cultural circles; key aspects of U.S. society, culture, educational system, and social and political processes.

f. Skills and Abilities:

Excellent organizational and communication (both written and oral) skills. Ability to manage several different projects simultaneously, and to schedule work with tight deadlines. Flexibility to adjust to shifting priorities and time limits. Advanced database and word processing skills, in maintaining and updating records.

16. Position Elementsa. Supervision Received:

Incumbent works under the general supervision of the Public Affairs Officer or Assistant Public Affairs Officer on English Teaching programs, and the Cultural Affairs Specialist on exchange programs.

b. Supervision Exercised:

None, but oversees performance of two English Teaching Resource Center directors who are grantees/contractors.

c. Available Guidelines:

Program and policy guidelines issued by State Department Regional Bureau, Bureau of Education and Cultural Affairs.

d. Exercise of Judgment: The incumbent advises English teaching organizations on topics including programming and budgeting. Also, exercises judgment in developing and maintaining databases, strategically selecting program participants, ordering and maintaining adequate stocks of materials, and distributing materials to PAS contacts.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

The incumbent must develop working level contacts with educational and governmental institutions, as well as organizations that implement PAS exchange and ET programs. Also has regular contact with Washington offices and Embassy colleagues.

g. Time Expected to Reach Full Performance Level:

With the necessary qualifications and prior work experience stated above, an incumbent should reach full performance level within one year.