

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 <p style="text-align: center;"><u>Chisinau</u></p>	2. Agency <p style="text-align: center;">Department of State</p>	3a. Position Number		
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 <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <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	Alumni and Speakers Program Specialist	FSN-9		
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position ( <i>if different from official title</i> )		7. Name of Employee		
8. Office/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.  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Printed Name of Employee  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Employee                      Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position.  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Printed Name of Supervisor  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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.  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Printed Name of Chief or Agency Head  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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.  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Printed Name of Admin or Human Resources Officer  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Admin or Human Resources Officer                      Date (mm-dd-yyyy)		
13. Basic Function of Position  Under the general direction of the Public Affairs Officer (PAO), the Alumni and Speakers Program Specialist designs and executes a whole range of public diplomacy activities and programs working with alumni of U.S. government programs and speaker experts from the U.S. to raise public awareness of U.S. society, values, and policies. Maintains high-level professional contacts with all partner organizations, speakers and alumni including those at high-levels in government, parliament, education, business, civil society, etc.				
14. Major Duties and Responsibilities				

**Facilitation of Alumni-directed Activities****25%**

The Alumni and Speakers Program Specialist motivates and encourages alumni to share the experience they gained in the United States in order to contribute to positive changes in Moldova. Most alumni activities are initiated by the alumni, in groups or as individuals, with the organizational and logistical support from the Alumni and Speakers Program Specialist. At any given time the incumbent is facilitating several ongoing projects of different complexity, as well as assisting in the planning of new ones. The incumbent creates networking opportunities and maintains communication channels to foster a sense of community amongst alumni, promotes shared knowledge of alumni accomplishments through the quarterly newsletter, among other forums. The Specialist maintains regular contact and collaboration with the Alumni Board members, being a member of this body as well.

**Management of Post-Directed Alumni Activities and Resources****35%**

Directly designs and executes training programs, professional development seminars and networking activities for alumni (including but not limited to up to 400 people, like Alumni Congress and Alumni Picnic). Evaluates results and reports on each program, and analyzes details to be improved upon. Briefs newly returned alumni of any USG program on alumni related programs and activities. Overseeing and monitors usage of alumni related resources, maintains and updates the alumni database, of over 3000 alumni. Administers and coordinates alumni budget (Democracy Outreach Funds) and the Embassy's Alumni Small Grants Program. At present (2010), funds for alumni outreach total \$60,000.

**Coordination of the Speakers Program****30%**

Working with the PAO, APAO and Washington offices, coordinates the Speakers Program by developing and implementing specific speaker requests that would best contribute to the MPP objectives. Collaborating with local partner institutions and target groups organizes and coordinates speaker support activities. When appropriate, the incumbent works with high level contacts in the Government of Moldova, local public administration, private sector, NGOs and academia. Determines press coverage requirements in cooperation with the Press Specialist.

**Supervision and Leadership****10 %**

Supervises a large team of volunteers, including Alumni Board members, leaders in the various domains in which alumni are active, and program interns. Provides guidance, advice, and leadership to these volunteers, assigning work and monitoring and evaluating the completion of assignments in proper and timely manner. Trains and mentors volunteers to improve performance, increase effectiveness, and extend alumni programs.

**\*\*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 Performance

a. Education:

A university degree in the liberal arts, education, social sciences, law, international relations, foreign languages or public policy is required.

b. Prior Work Experience:

Minimum two years of experience in project management or grants management are required.

c. Post Entry Training:

On-the-job training in Embassy programs and priorities will be provided by PAO. Incumbent is eligible for State Department training programs.

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 of English is required. Level IV (fluency) of Romanian and Russian are required. Incumbent must be able to provide ad hoc translation and interpretation in all three languages.

e. Job Knowledge:

Good knowledge of Moldova's political, economic, social, and educational structure; governmental and non-governmental institutions, and of key figures of Moldova's educational and cultural circles. Good knowledge of State Department's educational and exchange programs, as well as U.S. society, culture, educational system, social and political processes.

f. Skills and Abilities:

Ability to develop and execute complex programs simultaneously. Ability to prioritize work and adjust to shifting priorities. Excellent organizational and communication (both written and oral) skills. Ability to work under pressure. Ability to translate or interpret with little advance notice.

16. Position Elements

a. Supervision Received:

Works under the general direction of the Public Affairs Officer. Plans, develops, and organizes all phases of work necessary within broad program guidance. Determines appropriate procedures and methods, which do not conflict with major policies.

b. Supervision Exercised:

Supervises a large team of volunteers (approximately 20 people).

c. Available Guidelines:

Program and policy guidance issued by the State Department's Regional Bureau, Bureau of Education and Cultural Affairs, Office of International Information Programs. Guidance on priorities as outlined in Embassy's MPP.

d. Exercise of Judgment:

Considerable. Incumbent's reliable professional judgment is essential to the effective operation of the Embassy's alumni activities. Failure to exercise sound judgment may result in serious damage to the Embassy's interests and programs.

e. Authority to Make Commitments:

The incumbent is authorized to negotiate with institutions or individuals regarding Embassy alumni programs. These agreements commit staff time, official visitors, and other resources necessary to implement alumni programs.

f. Nature, Level and Purpose of Contacts:

Establishes and maintains extensive contacts with high-level alumni, including those in the Parliament, Presidency, central and local governments, various ministries, university rectors, NGO leaders, and representatives of other institutions. Also maintains contact with appropriate Washington offices. These contacts are cultivated for the purpose of supporting U.S. policies and influence target audience for major MPP programming goals.

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.