

### **13. BASIC FUNCTION OF POSITION**

The Training Program Assistant position is located at the U.S. Embassy, Wellington and provides administrative duties for the Security Cooperation Organization (SCO), for the countries of New Zealand, Samoa, Cook Islands, Niue, and Tokelau. Performs work in accordance with existing U.S. instructions and regulations, under the direction of the Security Cooperation Manager.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **A. TRAINING PROGRAM CO-ORDINATION**

- i. Co-ordinates Foreign Military Sales (FMS) training cases for New Zealand, valued at more than US\$750,000 per annum, with up to 100 students participating in training annually.
- ii. In collaboration with the Security Cooperation Manager, develops a training engagement plan for all assigned countries utilizing International Military Education Training (IMET). Responds to specific country training requests by researching options, availability of quotas, and costs.
- iii. Interviews candidates to assess suitability for training courses.
- iv. Conducts information course briefs/debriefs, issues student handbooks and coordinates return of student materials upon course completion.
- v. Assists Security Cooperation Manager in annual end-use-monitoring inspection requirements.

#### **B. TRAVEL CO-ORDINATION**

- i. Assists in coordination of visa requests for official travel of foreign participants as required. Facilitates transmission of biographical data of foreign participants when requested. When required, coordinates flight itineraries, arranges accommodation and ensures background checks completed.
- ii. Prepares appropriate Invitational Travel Orders (ITOs) for training candidates, as required.
- iii. Travel Arranger for SCO office. Prepares travel orders and travel vouchers through E2 Solutions. Arranges accommodation bookings, as required.

#### **C. ADMINISTRATIVE SUPPORT**

- i. Drafts correspondence in standard Navy/ Department of Defense (DOD) formats.
- ii. Maintains appropriate case files, clears and distributes mail for the section. Prepares orders for general office supplies, as required.
- iii. Assists the Security Cooperation Manager with preparing monthly and annual training and conference attendance reports (for example: CETP and CRMIT reports).

- iv. Point of contact for the SCO office.
- v. Other duties as assigned.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Completion of high school is required.
- b. **Prior Work Experience:** 4 years of work experience in office administration and training co-ordination, with 1-2 years experience obtained within New Zealand's military environment, is required.
- c. **Post Entry Training:** Complete the Security Assistance Management – International (SAM-I) or variant course (this is a pre requisite for SCM-O) at Wright Patterson Air Force Base, Ohio, then, approx 12 months of commencement of work complete the Security Cooperation Management Overseas Course (SCM-O). Completion of FSI Online courses: Protecting Personally Identifiable Information (PA459), Ethics for New Locally Employed Staff (PA453); Cyber Security Awareness Course (PS800); and E2 Solutions: Travel Arranger (PK196).
- d. **Language Proficiency:** Fluent (Level 4) verbal and written English skills required.
- e. **Knowledge:** Demonstrate understanding of computerized budgeting/accounting programs and business administrative processes. A good understanding of U.S. and New Zealand's military structures in order to co-ordinate appropriate military training and development requirements.
- f. **Skills & Abilities:** Excellent communication skills (written and verbal). Ability to communicate and liaise with high level officials from both the host country government and USG. Ability to research training needs, excellent organizational skills, the ability to prioritize workloads and to juggle several tasks at once. Ability to use Microsoft Office applications is required. Must be able to travel away from home. Current New Zealand driver's license required. Typing at Level 4 (40 WPM with high degree of accuracy). This position requires work flexibility, including working weekends and holidays.

## **16. POSITION ELEMENTS**

- a. **Supervision Received:** Security Cooperation Manager will provide general supervision, but individual must be able to work independently.
- b. **Available Guidelines:** Security Assistance Management Manual, DOD 5105.38M, Joint Federal Travel Regulations, SAARMS Manual (Budgets), USG Defense Travel Regulations.
- c. **Exercise of Judgment:** The individual must be able to decide the appropriate method of working the SCO program and then decide the appropriate measures to achieve mission requirements.
- d. **Authority to make Commitments:** None.
- e. **Nature, Level & Purpose of Contacts:** Contacts are with all Embassy employees and constituent posts. The individual will have contacts with high level officers of Host Country and with U.S. government officials.
- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties:** 12 months.