



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).				
1. Post <p style="text-align: center;">Abuja, Nigeria</p>	2. Agency <p style="text-align: center;">DS</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 (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input checked="" 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	ATA Training Coordinator	PSA-08	AFRC: kmt	08-25-2016
b. Other	Administrative Assistant, FSN 105	8	AFRC: kmt	
c. Proposed by Initiating Office	ATA Training Coordinator	LES-8		
6. Post Title Position (if different from official title)		7. Name of Employee <p style="text-align: center;">TBD</p>		
8. Office/Section <p style="text-align: center;">RSO</p>		a. First Subdivision <p style="text-align: center;">ATA</p>		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <hr/> <div style="display: flex; justify-content: space-between;"> Printed Name of Employee Date (mm-dd-yyyy) </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <hr/> <div style="display: flex; justify-content: space-between;"> Printed Name of Supervisor Date (mm-dd-yyyy) </div>		
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. <hr/> <div style="display: flex; justify-content: space-between;"> Printed Name of Chief or Agency Head Date (mm-dd-yyyy) </div>		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/> <div style="display: flex; justify-content: space-between;"> Printed Name of Admin or Human Resources Officer Date (mm-dd-yyyy) </div>		
Chief or Agency Head Signature		Admin or HR Officer Signature		
13. Basic Function Of Position Assists the RSO and ARSO in liaison with GON officials identify training needs and how ATA courses can meet those needs. Participates in the planning and sequencing of training courses, manages the training calendar. Provides liaison with ATA headquarters in support of the delivery of training and enabling equipment for Nigeria.				
14. Major Duties and Responsibilities <p style="text-align: right;">100 % of Time</p> Prepares official communications to DOS and other USG and GON ministries, offices, and agencies in support of ATA in-country program to plan, announce, deliver and support training courses and equipment grants offered to GON law enforcement agencies. Drafts and manages delivery of letters, memos, and official communication to GON recipients for RSO in order to carry out ATA's mission and implementation in Nigeria. Liaises with the GON law enforcement agencies to coordinate student roster for courses, as well as collect necessary information about them in order to submit for vetting. Tracks all course information and responsible for ensuring that it is all stored in the ATA shared drive for access to all ATA team members.				

(See Addendum 1)

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Addendum 1

Responsible for drafting speeches for US Embassy dignitaries and opening and closing ceremonies (for ATA courses); oversees arrangements for Embassy and GON guests attending ceremonies. Writes talking points, briefings, statistics, and reports on ATA programs and initiatives for various Embassy offices including the Front Office, Political, etc. Manages all transportation arrangements in support of the training and equipment delivery. Organizes all logistics at the airport for arrival and departures of instructor teams. Works closely with Logistician and Clerk to ensure all transportation and logistical needs for courses are met.

Assists with instructor needs for courses and serves as ATA point of contact. Manages passports, visas, flights, health certificates, reservations, briefings and other logistics for Nigerian officials who attend ATA courses in the USA, ILEA and other destinations. Prepares official communications to DOS and other USG and GON ministries, offices, and agencies in support of ATA in-country program to plan, announce, deliver and support training courses and equipment grants offered to GON law enforcement agencies. Drafts and manages delivery of letters, memos, and official communication to GON recipients for RSO in order to carry out ATA's mission and implementation in Nigeria.

Liaises with the GON law enforcement agencies to coordinate student roster for courses, as well as collect necessary information about them in order to submit for vetting. Tracks all course information and responsible for ensuring that it is all stored in the ATA shared drive for access to all ATA team members.

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Responsible for all internal/external Leahy vetting requirements. Provides training coordination guidance to other USG agencies at Post including Resident Legal Advisor, Legal Attaché, and others. Conducts occasional regional travel for course graduations.

Has primary responsibility for tracking Procurement Requests (PRs) and Purchase orders (POs) through all stages of processing: PR approval, PO generation, FMC funding assignation, equipment delivery and/or provision of services, and processing of invoices. Primary administrator for ATA Procurement Tracking database. Maintains both electronic and hard copy files of all procurement requests. Ensures that fund cite information is provided for all PO requests submitted. Researches, surveys and makes vendor recommendations.

Liaises with FMC, Cashier, and ATA to ensure that petty cash fund is replenished and receipts provided as directed by FMC regulations. Coordinates with vendors and GSO contacts to ensure that VAT exemption filing is done in a timely manner; responsible for VAT tracking system; primary interface with vendors on VAT-related issues.

Maintains stock of office supplies and orders additional supplies as needed. Responsible for multi-facility supply and training equipment inventories. Serves as liaison to ATA students providing instruction and communication on behalf of the RSO. Assist with developing an easily-maintained system and SOP's for managing all equipment in country. Responsible for conducting inventory on existing ATA equipment as well as any new equipment procured in support of ATA in-country initiatives. Responsible for conducting inventory on training equipment arriving in-country for various ATA initiatives.

Travel may be required to travel throughout Nigeria to assist with inventory of equipment in support of ATA. Has primary responsibility for creating and maintaining ATA inventory spreadsheets. Responsible for preparing shipping documents for incoming and outgoing ATA shipments, customs clearance coordination with GSO, and VAT exemption documents.

Expedites customs and shipping documents with GSO and shipping agent; tracks shipments and provides updates on shipment status to ensure timely delivery. Tracks all relevant documents, including bills of lading, air waybills, and commercial invoices. Coordinates return shipping to the U.S. or other countries as needed. Responsible for local transport and delivery (via GSO or using ATA vehicles) of equipment and training materials.

Responsible for transportation and logistics of sensitive and high value items.

15. Qualifications Required For Effective Performance

- a. Education
University degree in Social Sciences is required.
- b. Prior Work Experience
Minimum of five years experience in administration, logistics, personnel management, and project implementation and/or coordination with law enforcement, military, judicial or international organizations.
- c. Post Entry Training
After hiring, Incumbent will audit the full range of ATA courses, in order to gain the required knowledge of course content and deliveries. Will attend 3 week FSNI course in Washington DC and approx. 80 hours of instruction on procurement procedures and ILMS usage.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV (fluent) Speaking/Reading/Writing in English Language is required.
- e. Job Knowledge
Familiarity with computers to include a working proficiency in Microsoft Word, Excel and PowerPoint. Familiarity with Nigerian civilian security organizations and US Embassy missions and functions.
- f. Skills and Abilities
Excellent oral and written communication skills and the ability to interact well with persons at all levels of government and the private sector. Must be able to successfully manage multiple projects at the same time. Must have a driver's license.

16. Position Element

- a. Supervision Received
The ATA ARSO will provide overall supervision.
- b. Supervision Exercised
None.
- c. Available Guidelines
ATA handbook on operating guidelines and procedures.
- d. Exercise of Judgment
Incumbent must demonstrate sound judgment in arranging viable logistics to allow for ATA courses to be delivered on time and in a manner enabling proper course execution and tracking of ATA equipment.
- e. Authority to Make Commitments
Incumbent can incur minor expenditures related to support of individual courses in the areas of interpreter and transportation services. Incumbent will make recommendations to the ARSO regarding resolution of problems that are negatively affecting ATA training.
- f. Nature, Level, and Purpose of Contacts
Incumbent will maintain contacts with the GON training partners at all levels, but will concentrate on middle and lower level range. Purpose is to permit the smooth implementation of the ATA training program.
- g. Time Expected to Reach Full Performance Level
The incumbent will take 12 months to reach this level.