



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST TBD	2. AGENCY Department of State	3a. POSITION NO.
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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 Incumbent will work for RM/GFS/CST but will be based in TBD

c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Regional Financial Training Specialist, FSN-401	LES-10		
b. Other				
c. Proposed by Initiating Office	RM/GFS/CST			

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION RM/GFS/CST	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ 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.	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.
Michelle R. Jackson _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

See attached addendum

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

See attached addendum

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Must have a Bachelors Degree in at least one of the following disciplines: Finance, Economics, Management, Administration, Social Science, Information Management, Psychology, Education or Liberal Arts.

b. Prior Work Experience:

The incumbent must have at least 10 years of experience in the financial field and at least 5 of the 10 years must have been as a financial specialist or senior budget analyst in a State Department embassy. (Note that this experience must have included completion of the full Foreign Service Institute Financial Management course.)

c. Post Entry Training:

Management courses such as LEAD, 7-Habits, Train-the-Trainer and other training and management courses as available to maintain leadership, training, and management skills.

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

Level IV fluency in both written and spoken English. Other languages are an advantage, but not considered mandatory because employees of posts to be served must speak English in their positions.

e. Job Knowledge:

Must have expert knowledge of financial management aspects of Department of State FAMs and FAHs, Standardized Regulations, Appropriation Law, Comptroller General Decisions, Code of Federal Regulations, Federal Travel Regulations, State telegrams, budget directives, and regulations and guidelines issued by various supported department bureaus and agencies. Must know the organizational structure of a typical diplomatic mission and State financial management organizations.

f. Skills and Abilities:

Must be able to discuss complex issues and prepare comprehensive written analytical reports. Must have interpersonal skills to gain acceptance of training concepts and recommendations. Ability to teach both American officers and local staff in utilizing financial software products and enable adult students to grasp department concepts, policies and procedures as presented in training courses.

16. POSITION ELEMENTS

a. Supervision Received:

The RM/GFS/CST Global Training Coordinator and Global E Travel Project manager, located in Charleston, SC, supervise the Regional Training Specialist: manage time and attendance, and prepare evaluations based on trip reports, daily communications by telephone and e-mail, and feedback from posts.

b. Supervision Exercised:

The Regional Training Specialist will supervise other instructors when performing lead duties during training sessions.

c. Available Guidelines:

All State Department issued FAM and FAHs, Standardized Regulations, Appropriation Law, Comptroller General Decisions, Code of Federal Regulations, State Telegrams, budget directives, Federal Travel Regulations and regulations and guidelines issued by various supported agencies. Some guidelines can be applied directly; however incumbent must be able to use his/her experience and analytical powers to interpret and apply the guidance to specific situations.

d. Exercise of Judgment:

As an advisor and trainer to various leaders across the embassy spectrum overseas, incumbent must be able to form clear opinions and persuasive recommendations on a wide range of subjects surrounding training and other matters such as financial policy and procedures as related to course material. Independent judgment in the execution and development of training material is required.

e. Authority to Make Commitments:

Incumbent will not have authority to make financial commitments on behalf of the U.S. Government.

Incumbent will not be required to make procurement commitments. Incumbent however, must have a strong understanding of the necessary authorities required to make commitments on behalf of the U.S. Government since most material taught will require a strong knowledge of these basic concepts.

f. Nature, Level and Purpose of Contacts:

Group meetings and one-on-one meetings with the Ambassador, DCM, Country Team member, Agency Heads, Attaches, Management Officer and embassy personnel for the purpose of training and explaining all training matters.

g. Time Expected to Reach Full Performance Level:

Six months. Incumbent should already have the required experience to demonstrate ability to exercise good judgment, analytical and expository capabilities.

ADDENDUM TO DS-298 - Regional Financial Training Specialist

13. BASIC FUNCTION OF POSITION

Functions performed include serving as a lead trainer, co-trainer, developing/revising training materials (classroom, online, formal and informal), and performing a variety of program management activities for the RM/GFS Global Training Program. Travel is required on a frequent basis to deliver training on site at various embassies/consulates throughout the entire world. The incumbent designs, develops, implements, and maintains the training materials and delivers classroom training utilized by U.S. Embassies and missions around the world and by other government agencies. Utilizing knowledge and skills developed through overseas State Department financial management experience, the incumbent serves as the primary expert for course development and maintenance, the lead trainer, and the primary course evaluator for global training initiatives associated with ICASS, budgeting, travel policy and allowances, and software programs that include and are not limited to Global E Travel (GET), Web.ICASS and COAST Reporting, in the Office of Customer Support & Training. The audience for training spans a wide range of U.S. Government employees overseas from State Department Locally Employed financial management staff to U.S. Direct Hires and other agency employees. Based upon experience working in the overseas State Department financial management context, the incumbent creates and maintains materials, provides advice and assistance to ensure development efforts meet procedures and requirements established by RM, and documents training requirements adequately so that colleagues in Charleston, Paris, and Bangkok can use the materials to deliver training, either in collaboration with the incumbent or autonomously. Work in this area is generated independently; incumbent plans, organizes, and carries out studies with minimal oversight. Work has broad impact on program effectiveness, and output is reviewed based on accomplishment of program objectives and consistency with agency policies and goals and occasional survey assessments.

Researches and assesses the impact of new legislation and policies, changing program and business requirements, shifts in resource availability, evolving technologies, and other developments on the topics and financial management systems applications in the area of expertise. Makes appropriate recommendations to senior managers related to policies, standards, and practices in response to pertinent new developments. Maintains connections with the overseas audience and business and systems process owners in RM/GFS in order to adjust existing materials and create new materials that address changing business needs of the global audience. Keeps abreast of research and development in areas of expertise. Alerts management to relevant new technologies, tools, and methodologies and evaluates and recommends adoption of the most promising developments. Provides adult-learning design and technical leadership on new projects and courses.

Communicates complex technical requirements to non-technical personnel. Prepares and presents training that facilitates effective and efficient use of Federal and DoS/RM policies, procedures, and systems by financial management staff worldwide. The Rover will provide on-site training to individuals or offices on all financial products supported and managed by Resource Management and Global Financial Services Center.

14. MAJOR DUTIES AND RESPONSIBILITIES

CONDUCTING TRAINING COURSES AND CONTINUING PROFESSIONAL DEVELOPMENT

(45 %)

The job-holder is responsible for preparing and conducting training sessions of various subjects particularly in the areas of financial management for ICASS service providers and customers as described in the ICASS handbook. Training sessions are held on-site at the Global Financial Services (RM/GFS) offices in Charleston, SC; RM/GFS Bangkok, Thailand, the Financial Support and Training Office (FSTO) Paris, France and in various locations throughout the world.

The job-holder teaches and co-teaches sessions, segments, and entire training courses (usually between 32 to 40 hours of classroom instruction per week of training while training) using various effective training methods, e.g. individual work assignments, group discussions, role plays, participants teaching and various audio-visual equipment/presentations. Certain course materials may require preparation before and after classroom instruction given to students, including after-hours and before-hours preparation, review, and last-minute revisions.

Incumbent is also responsible for portions of efforts in coordinating with visiting posts or offices to obtain logistical needs for the training. Incumbent ensures that that the training administrative support staff receive adequate and appropriate levels of instructions and guidance for setting up the training room prior to arrival and training (including a list of currently required materials such as internet/intranet support, electronic files installation, student supplies, flip charts, markers, and printed materials including printing instructions). Incumbent must be able to adjust training schedules while at post and train front office and attaché personnel upon special request.

Incumbent will prepare trip reports as required, providing expert feedback in support of training and product improvements as well as observations to provide historical perspective on each training session.

As a function of training, the incumbent will maintain current levels of expertise through professional development activities. These will include, but are not limited to, ongoing classroom and online continuing professional education (CPE) in order to take advantage of new training technologies, training innovations, and advances in adult learning principles.

The incumbent will also maintain current levels of subject matter expertise for the ICASS service provider financial management activities performed in Embassies overseas, as well as Global Financial Services (GFS) software systems (including but not limited to ICASS, COAST, RFMS, Global E-Travel, Time and Attendance, WinACS, Coast Encryption, ILMS, and accounting feeder and legacy systems).

As a subject matter expert (SME), the incumbent will maintain contact with RM/GFS and RM/DCFO/SDM business and systems owners for policy/procedural changes and software updates that affect training. Incumbent must monitor broadcasts and cable messages from the ICASS Service Center (ISC) regarding policy updates and issues that will affect training courses.

DEVELOPMENT OF NEW COURSES AND IMPROVEMENT OF CURRENT TRAINING COURSES

(35%)

As either a course owner or member of a course development team, and as assigned, incumbent will analyze training needs and requirements, and develop or assist in developing new courses (including online and distance learning courses) or assist in re-writing and maintaining existing course materials. In consultation with RM/GFS Global Training Program management, determines course goals and delivery methods, develops lesson plans and course materials for delivery by self or others, and creates visual aids (Power Point, posters, handouts, etc.), course playbooks, course books, student workbooks, and speaker's notes. Reviews, updates, revises RM/GFS Global Training Program current training materials to ensure materials include the most updated information. Reviews and uses input from training participants and Global Training Program management to improve the course materials and training methods.

PARTICIPATION IN THE MANAGEMENT OF

Works closely with ICASS service provider Locally Employed Staff subject matter experts who are invited as Trainers/Co-Trainers providing them assistance on training delivery methods, understanding of the course content and training materials. Monitors and observes fellow trainers courses and presentations, providing appropriate feedback to these Trainers/Co-Trainers to ensure they meet course objectives and the needs of the training participants.

Assists in the development of general guidelines on Locally Employed Staff training and development matters, e.g. types of training and development for employees in common occupations including FSI distance on-line training, formal training at post, regional, FSI or appropriate commercial professional training institutions.