



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Panama City, Panama	2. Agency NAS	3a. Position Number NAS-09		
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 <u>Travel Secretary / Procurement Agent</u> <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Secretary (Procurement Agent)-120	FSN-7/FP-7	MAM	03/30/11
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title) Secretary (Procurement Agent)		7. Name of Employee		
8. Office/Section US EMBASSY PANAMA		a. First Subdivision Narcotics Affairs Section (NAS)		
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 Section 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 Incumbent is the Secretary for the NAS Office located in the CAA with responsibilities for travel arrangements for NAS staff and invitational travel for trainers and students to and from Panama and to and from other countries in the region in support of the Policy Reform. Handle procurements – including classified ones – in support of various projects.				
14. Major Duties and Responsibilities <p style="text-align: center;">See attached</p>				

15. Qualifications Required for Effective Performance

a. Education

Two years college or university studies in general courses.

b. Prior Work Experience

Two years of experience in purchasing/procurement or two years of experience in commercial/government travel is required.

c. Post Entry Training

On the job training. During the probationary period, incumbent will take the following courses: Travel Policies and Procedures at Post (PA-244), Travel Preparation and Regulations (PK-195), E2 Solutions Arranger (PK-196) and Travel Policy, Regulations and Allowances. Also: Government Credit Card Use Training, Procurement Training. No travel will be necessary to complete the training.

d. Language Proficiency

Level III (Good Working Knowledge) Speaking/Reading/Writing in English and Spanish.

e. Job Knowledge

Must know how to effectively use Microsoft Office applications. Must know how to navigate and do research on the Internet. Basic knowledge of procurement practices. Basic knowledge in office management techniques.

f. Skills and Abilities

Good communication and customer service skills. Must be able to negotiate and deal tactfully, yet effectively, with people at all levels, including vendors, embassy personnel, host country officials and VIP visitors. Ability to read and interpret travel regulations. Ability to work under pressure and exercise sound judgment. Ability to work in a team environment and establish and maintain contacts. Must possess a valid Panamanian's driver's license.

16. Position Element

a. Supervision Received:

Directly supervised by Counter Narcotics Advisor. (Pos. 06-000301)

b. Supervision Exercised:

None.

c. Available Guidelines:

INL procedures and policies. INL procurement guidelines and standard operating procedures. Internal NAS policies and procedures. Department of State regulations and administrative procedures. Standardized regulations, Foreign Travel regulations, Joint Travel regulations, Department of State travel regulations (3 FAM, 6 FAM, 14 FAM), Airline guides and customs/immigration regulations and policies.

d. Exercise of Judgment:

Must exercise good judgment when providing travel regulations advice.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Must deal effectively with people at all levels.

g. Time Expected to Reach Full Performance Level:

Six months.

14. Major duties and Responsibilities (Continued)

A. Secretary Duties

60%

Incumbent perform general office management functions in third-floor classified NAS suite, such as: greeting and escorting visitors, answering phones, taking messages, checking mail, disseminating cables (including classified ones). Incumbent order supplies and maintain suite environment and functionality. Under the direction and supervision of Administrative Assistant, use eTravel software to arrange travel for NAS staff and grantees. Includes hotel and airline reservations and reconciliation of all reimbursement vouchers. Will focus on travel in support of the Regional Police Academy Reform project, ILEA training in El Salvador, training programs with Colombian instructors, and others as needed. Other duties as assigned.

B. Procurement/Purchasing Duties

40%

Handle all aspects of the procurement process for the purchase of supplies and technical items in support of various projects, including the Regional Police Academy Reform.