

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> PANAMA	<b>2. AGENCY</b> PAS/IO	<b>3a. POSITION NO.</b> A73007
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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
- c. Other (explain) To update duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Information Assistant –6105	FSN-9; FP-5	JG	09/19/05
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> U.S. Embassy Panama	a. First Subdivision Public Affairs Section
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b. Second Subdivision Information Office	c. Third Subdivision
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ <small>Typed Name and Signature of Employee                      Date(mm-dd-yy)</small>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ <small>Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)</small>
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<b>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.</b>  _____ <small>Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)</small>	<b>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.</b>  _____ <small>Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)</small>
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**13. BASIC FUNCTION OF POSITION**  
 Under general supervision of the Public Affairs Officer and the Information Officer, daily drafts the morning summary of Panamanian news, reviewing the Internet and newspapers for relevant articles, providing hyperlinks to online articles via email to the Information Officer for distribution to a broad audience at the Embassy and the State Department; conducts "advance" meetings to sites where PAS-sponsored events will get press coverage; organizes logistical aspects of press coverage; ensures that journalists are properly positioned for press coverage and receive Embassy-issued press releases. Supervises Distribution Clerk (A76022) and Social Media Coordinator (A73023)

<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b>	<b>% OF TIME</b>
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**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
University degree (BS or Licenciatura) in Social Science, Journalism, Public or International Affairs is required.
- b. Prior Work Experience:  
Five years experience in administrative, public affairs or educational fields.
- c. Post Entry Training:  
None. During probationary period, incumbent must take training in computer programming language and design software applications (HTML and Front Page) and training in speech writing and public speaking.
- 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 Spanish is required. Level IV (fluent) Speaking/Reading/Writing English is required.
- e. Job Knowledges:  
Excellent knowledge of Panamanian political and social environment, media, information systems and government and academic institutions is required. Good knowledge of internet and electronic communication issues, databases and webpage design is required.
- f. Skills, and Abilities:  
Ability to develop and maintain effective working level professional contacts with key media personnel and government officials. Ability to make recommendations on the selection and release of information. Ability to communicate effectively with American officers on information programs and on media trends and reactions.

**16. POSITION ELEMENTS**

- a. Supervision Received:  
Directly supervised by the Information Officer (IO),
- b. Supervision Exercised:  
Supervises incumbent of position A76022 Distribution Clerk and A73023 Social Media Coordinator.
- c. Available Guidelines:  
Post guidances set by the PAO and the IO.
- d. Exercise of Judgment:  
Incumbent is given wide latitude for creativity and independent judgement when writing and producing materials for distribution and placement. Often acts alone at press conferences and briefings, in selecting and supervising the distribution of such materials, and when planning major programs.
- e. Authority to Make Commitments:  
May make initial commitments in resources and personnel, always being confirmed by IO/PAO.
- f. Nature, Level, and Purpose of Contacts:  
Develops and maintains professional contacts with media, government officials, mission personnel and other post audiences, to better advise the PAO and IO on local media and policital environment.

g. Time Expected to Reach Full Performance Level: One year.

## 14. Major duties and Responsibilities

**% of time**

1. Daily drafts the morning summary of Panamanian news, reviewing the Internet and newspapers for relevant articles, providing hyperlinks to online articles via email to the Information Officer for distribution to a broad audience at the Embassy and the State Department. Translates extracts of important editorial comments and transmits it to the foreign media reaction unit in the State Department's Office of Research. Advises the PAO, IO, and CO on media play and on how important issues are being treated by the Panamanian press. Drafts Mission Activity Tracker (MAT) reports on press coverage of PAS-sponsored events. Drafts Mission Activity Tracker entries on placement of Washington and PAS written materials. 25%
2. Conducts "advance" meetings to sites where PAS-sponsored events will get press coverage; organizes logistical aspects of press coverage; ensures that journalists are properly positioned for press coverage and receive Embassy-issued press releases. Arranges press conferences at the Embassy and logistics for press events outside the Embassy where PAS or other Mission personnel are involved. 20%
3. In the absence of the PAS translator, or when multiple translations are needed simultaneously, translates PAS-related material into English and Spanish. 10%
4. In the absence of the Press Specialist: Acts as the point of contact for PAS with media representatives and public affairs officials in government the private sector agencies and other organizations. Responds to queries, according to approved guidelines, and in consultation, with the PAO and IO. Coordinates bilateral events and press releases with Panamanian government ministry public affairs officers. Organizes briefings for local as well as U.S. and international journalists. Serves as liaison between the Ambassador and reporters at major public events. As the supervisor for the social media coordinator, provides support to social media activity and Web site updates as needed. 10%
5. Designs and arranges programs for visiting speakers in the fields of public affairs and the media. Drafts Mission Activity Tracker entries on speaker programs in the fields of public affairs and the media. 10%
6. Monitors PAS distribution section, and ensures the accurate and prompt delivery of publications and other information products. 10%
7. Routinely updates PAS's contact list of Panamanian Government officials, media owners, executives, and editors, allowing access by all PAS personnel. 10%
8. Supervises the Social Media Coordinator and Distribution Clerk. 5%