INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
PANAMA	ECON	97-623503

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. Redescription of duties: This position replaces

Position No. N11003 , Pol Assistant (Title) 1605 (Series) FSN-10 (Grade)

☐ b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority	Economic (Pol) Assistant, 1505	FSN-9; FP-5/1	MAM	08/12/09
b. Other				
c. Proposed by Initiating Office		FS-4/5		

6. POST TITLE POSITION (if different from official title)
Economic/Political Assistant

7. NAME OF EMPLOYEE

8. OFFICE/SECTION
American Embassy Panama

a. First Subdivision
Economic Section

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

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.

Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____

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.

Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

The incumbent fulfills the duties traditionally assigned to an ELO complementing the work of the Economic and Political Sections eight FSOs, two OMS, and four LE Staff. Assist the Economic and Political Sections on specific and as-needed projects. The position's key portfolios will be financial section, labor issues, human rights, and anti-trafficking in persons. Incumbent will also research, draft and report relevant economic and political issues. The individual reports to position #20-182000, works closely with the Political Section, and periodically leads/manages ad hoc teams.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

See attached

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: BA or BS in history, government, language, management, liberal arts, economics, business, humanities, applied science, international relations, law, marketing or engineering is required.

b. Prior Work Experience: One year of progressively responsible professional office level experience such as in government service, with a nongovernmental organization (NGO), in a corporation or small business, in education, or in political activities, demonstrating a high level of accomplishment and potential is required.

c. Post Entry Training: On-the-job training.

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 English language is required. Level II (Limited Knowledge) speaking/reading/writing Spanish language is required.

e. Job Knowledge: Must have basic knowledge of government structures, political parties and leadership, social development issues, and economics, including how they interrelate. Must be comfortable in an American workplace. Must have knowledge of foreign policy.

f. Skills and Abilities: Must how initiative and a self-starter. Must be flexible, responsive and able to perform under the press of tight deadlines. Must be computer literate, including ease of using Word, Outlook, Excel, Power Point and the Internet. Must have the ability to obtain and analyze material from varied sources and prepare factual reports in precise and accurate form.

16. POSITION ELEMENTS

a. Supervision Received: Reports directly to position #20-182000.

b. Supervision Exercised: None

c. Available Guidelines: 10 FAM, 11 FAM, cables, miscellaneous directives

d. Exercise of Judgment: With often minimal supervision, must exercise sound judgment, know-how to achieve tasks. Must know when, how, and who to consult and exercise discretion in carrying out duties.

e. Authority to Make Commitments: None

f. Nature, Level and Purpose of Contacts: Must be able to develop and maintain high and intermediate levels in government.

g. Time expected to Reach Full Performance level: Six months

14. Major duties and Responsibilities (continuation)

ECON 55%

- Coordinate activities related to social development issues. Work with GOP, NGOs, and relevant USG agencies.
- Coordinate activities related to the financial sector, including access to credit and entrepreneurship.
- Research and report on relevant economic issues.

POLITICAL **45%**

- Coordinate activities related to human rights. Work with GOP, NGOs, and relevant USG agencies.
- Coordinate activities related to migration and refugees, including working directly with GOP authorities, non-governmental organizations (NGOs), other Embassy sections and the Departments of State and of Labor.
- Draft reports on human rights, religious freedom, trafficking in persons and child labor.
- Research and report on relevant domestic political and foreign policy issues.