U.S. Department of State

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 Number
Panama City, Panama	NAS	NAS-09/97-620124

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 number) _____, *(Title)* _____, *(Series)* _____, *(Grade)* _____

☐ b. New position Travel Secretary / Procurement Agent

☐ c. Other *(explain)* _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority	Secretary (Procurement Agent) T-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 Police Reform program. Handle procurements – including classified ones – in support of various projects.

14. Major Duties and Responsibilities

See attached

15. Qualifications Required for Effective Performance

a. Education

Two years of college or university studies is required.

b. Prior Work Experience

One year of experience in purchasing/procurement or one year of experience in commercial/government travel or one year of experience as secretary 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 II (Limited 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 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:

One Year.

14. Major duties and Responsibilities (Continued)

A. Secretary Duties 75%

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), writing reports and assisting with intern selection. Incumbent orders supplies and maintains suite environment and functionality. Under the direction and supervision of Administrative Assistant, uses 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 25%

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.