

**U.S. Department of State
INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION**

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

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| 1. POST Panama | 2. AGENCY STATE/PAS | 3a. POSITION NO. N71002 |
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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. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____
- b. New Position
- c. Other (explain) Recruitment Process

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|----------------------------------|--------------------------------------|----------------|----------|--------------------|
| a. Post Classification Authority | Cultural Affairs Assistant, FSN-6005 | FSN-9; FP-5 | MM | 01-04-11 |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. POST TITLE POSITION (if different from official title) Cultural Affairs Specialist | 7. NAME OF EMPLOYEE |
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| 8. OFFICE/SECTION U.S. Embassy Panama | a. First Subdivision Public Affairs Section |
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| b. Second Subdivision Cultural Affairs Section | c. Third Subdivision |
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| 9. This is a complete and accurate description of the duties and responsibilities of my position. <hr/> <p align="center">Typed Name and Signature of Employee Date(mm-dd-yy)</p> | 10. This is a complete and accurate description of the duties and responsibilities of this position. <hr/> <p align="center">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p> |
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| 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. <hr/> <p align="center">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p> | 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. <hr/> <p align="center">Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p> |
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13. BASIC FUNCTION OF POSITION

The incumbent serves as the principal FSN advisor to the CAO and PAO on education and related issues in country. Under general guidance from CAO, exercises considerable independence in planning, scheduling and administering a countrywide thematic cultural program of broad scope and complexity, designed to achieve Integrated Country Strategy (ICS) goals and objectives and enhance bilateral relations. Provides overall supervision of the academic and professional exchange portfolio and specifically has direct management of the prestigious Panama Fulbright exchange program (which sends Panamanians to the U.S. to obtain masters degrees and PhDs). Managing such a high-level program requires: establishment and maintenance of mid- and high-level contacts among PAS audiences, excellent negotiation and interpersonal skills, and excellent judgment. Supervises two FSNs and provides work guidance to three other FSNs.

14. MAJOR DUTIES AND RESPONSIBILITIES

1. In accordance with Department of State guidance, develops and executes a wide variety of DOS exchange programs, including all Fulbright programs in Panama. These include:

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

University degree in liberal arts, education or international relations is required.

b. Prior Work Experience:

From 3-5 years of progressively responsible experience in cultural, educational or NGO work is required. From 1 to 2 years of management experience is required.

c. Post Entry Training: On the job incumbent will attend the FSN Training Workshops in Exchanges

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 is required. Level IV (Fluent) Speaking/Reading/Writing Spanish is required.

e. Job Knowledge:

Solid knowledge of country's political, economic, social and educational structures as well as its institutions and key leaders is required. Knowledge of the U.S. educational system, especially the structure of higher education is required. Good knowledge of international exchange programs is required. Should be prepared to learn and apply knowledge of "Policies of the J. William Fulbright Foreign Scholarship Board" and ECA program procedures and policies. Good knowledge of Microsoft Suite.

f. Skills and Abilities:

Must have the ability to develop and maintain extensive network of high-level contacts in fields listed in 15e. Must be able to plan and execute complex programming. Must exhibit excellent organizational and interpersonal skills. Must be able to supervise, consult and advise. Must have understanding of broader communication strategies for disseminating scholarship opportunities, such as use of radio and social media.

16. POSITION ELEMENTS

a. Supervision Received:

Supervised directly by the CAO. Incumbent is expected to manage assigned programs independently.

b. Supervision Exercised:

Supervises directly two Cultural Affairs Assistants (A71003 and A71023), and provides work guidance to three other FSNs. Has the lead in evaluating performance of CAAs, with CAO writing review.

c. Available Guidelines:

Mission Performance Plan, Policies of the J. William Fulbright Foreign Scholarship Board, DOS/ECA program guidance and manuals.

d. Exercise of Judgment:

Evaluates all aspects of diverse exchanges programs and advises CAO and PAO on their utility and means of development.

e. Authority to Make Commitments:

As the primary interface with host educational institutions, has authority to represent the Public Affairs Section and to commit USG resources to programs with prior consultation and approval of CAO, PAO and/or Washington program offices.

f. Nature, Level and Purpose of Contacts:

Initiates and maintains relations with a wide range of mission and host-country high-level officials and leaders in the academic community, the government, and the private sector. Provides policy guidance and information on PAS programs/activities. Keeps informed of host-country policies and programs that relate to or affect PAS programs.

g. Time Expected to Reach Full Performance Level: Twelve months.

(Continuation Sheet)

14. MAJOR DUTIES AND RESPONSIBILITIES (CON'T)

scholarship programs for Panamanian professionals to obtain masters degrees in the U.S.; programs for university professors to obtain masters degrees or PhDs at U.S. universities; scholarships that provide PhD studies for professionals in the area of science and technology; a professional development program for Panamanian community leaders in a variety of fields to engage in one year of academic study and contact building in the U.S. (Hubert H. Humphrey Program); scholarships for Panamanian academics to carry out research projects in the U.S. (Fulbright Visiting Scholar Program); and programs to bring U.S. professors and students to Panama to lecture, undertake research, and study. Works with English Teaching Assistants (ETAs). Works directly with respective cooperating agencies in the U.S. to manage and oversee grantees' placement in appropriate pre-academic and academic placements at U.S. institutions. Responsible for program planning, organization, administration, and promotion as well as grantee recruitment, selection, orientation, and follow-up including re-entry program activities when grantees return to Panama. Develop, coordinate, and implement multiple program publicity efforts in conjunction with the Information Section, with universities, and the Panamanian public. Selects appropriate tools to reach the target audiences. **50%**

2. Manages and implements the Fulbright-SENACYT scholarship program, which is a jointly-sponsored program between the U.S. and Panamanian government granting ten Panamanian students per year to pursue higher education in scientific and technical fields in the U.S. Responsible for program planning, organization, administration, and promotion as well as grantee selection, orientation, and follow-up re-entry program activities. Works closely with the U.S. cooperating agency, the Institute of International Education, in determining which U.S. academic institutions represent the best fit for the selected students. Conducts public outreach to promote the program in cooperation with SENACYT. Drafts relevant communication with the State Department, SENACYT, and IFARHU in order to ensure the program runs smoothly. Takes the lead in developing necessary changes to official agreements with key partners including periodic reviews of Memoranda of Understanding. **25%**

3. Serves the CAO and PAO as the Senior Advisor for Academic Affairs on educational program activities, important educational issues and trends, scholarship and grant programs, and activities of the Fulbright Alumni Association with high-level government and private sector officials, NGOs, university deans and rectors to support strong educational ties between the Embassy and Panamanian educational institutions. Also ensures that visiting scholars from the U.S. receive the support they need from their host academic institution, for example U.S. professors and ETAs who come to Panama on Fulbright scholarships require support. Educates and informs key contact persons and organizations about the U.S. educational system and policies, and advises PAO and CAO on possible strategies to increase the number of Panamanian students in the U.S.—a key ICS goal. **10%**

4. Supervises two Cultural Assistants, providing daily guidance to the Cultural Assistant (Grade 9) and ensuring that the cultural assistant Grade 7 provides all necessary logistical support and that written and oral communication is executed in a timely and efficient manner. On an ad-hoc basis, administers other Fulbright-exchange related programs sponsored by the Department of State in support of ICS objectives, such as re-entry workshops for returned Fulbright grantees and the U.S. Student Enhancement Seminar. Makes periodic MAT (Mission Activity Tracker) entries. Other related duties as assigned.

15%