

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	AGENCY STATE	3a. POSITION NO. 97-294442
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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 X No

4. REASON FOR SUBMISSION

- a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- x c. Other (explain) Recruitment Process

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Affairs Assistant, 6002	FSN-9; FP-5	GS	05-05-05
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) People-to-People Coordinator	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US Embassy	a. First Subdivision Executive Office
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
<p style="text-align: center;">_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p style="text-align: center;">_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

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.	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.
<p style="text-align: center;">John Law _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p style="text-align: center;">Terry Owens _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION
The People-to-People (PTP) Coordinator serves as a link between those conducting social projects in Panama with those who can provide assistance, in-country or from the US. The coordinator supports civil society by coordinating volunteer and outreach events, Ambassador meetings and visits with NGOs, promoting volunteerism for the purpose of addressing social challenges while promoting mutual understanding.

- 14. MAJOR DUTIES AND RESPONSIBILITIES** **100 %**
1. Identify and develop people-to-people projects/activities including those proposed by the Ambassador, Deputy Chief of Mission (DCM), and other Mission sections and agencies, which support Mission Strategic Performance Plan (MSRP) goals, including U.S. military community relations programs (COMRELS); **50%**
 2. Serve as a resource, liaison and clearinghouse between individuals and non-governmental organizations in the U.S. and Panama interested in developing non-professional or volunteer exchanges/programs and community development projects; **30%**

3. Draft grants and serve as Grant Officer Representative (GOR) of selected grants that fit the PTP portfolio;
10%
4. Coordinate media placement or other appropriate information sharing for people-to-people activities;
5%
5. Create and maintain files and databases of U.S. NGO and private sector charitable activities in Panama;
5%
6. Other Related duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of bachelor degree in liberal arts, social science or related field is required.
- b. Prior Work Experience:
Two years of community relations-type experience in an NGO, social, governmental or academic institution or equivalent is required. Community development experience in U.S. and/or developing countries is required.
- c. Post Entry Training:
Window and Internet navigation applications, Microsoft Office and other computer applications training as applicable. PY220 Introduction to Grants and Cooperative Agreements; PY222 monitoring Grants and Cooperative Agreements.
- d. Language Proficiency:
Level III (Good Working Knowledge) Speaking/Writing/Reading English is required. Level II (Limited Knowledge) Speaking/Writing/Reading Spanish is required.
- e. Knowledge:
General knowledge of country's economic, educational and political structures. Familiarity with U.S. NGO sector. Must have knowledge of Microsoft Office Suite applications.
- f. Skills and Abilities:
Must have excellent inter-personal, communication, and organizational skills, including ability to work independently, problem solve and manage multiple tasks simultaneously. Must be able to use Internet and other resources to seek linkages for NGO and others. Must be able to plan and coordinate public events and have good writing skills.

16. POSITION ELEMENTS

- a. Supervision Received:
Incumbent expected to work with minimal supervision. Guidance provided by the DCM.
- b. Supervision Exercised:
N/A
- c. Available Guidelines:
Mission Performance Plan and occasional guidance from Front Office.
- d. Exercise of Judgment:
Incumbent must differentiate between legitimate, responsible organizations and those with whom the Embassy

should not associate. Political sensitivity important; incumbent must not raise expectations unduly while simultaneously conducting outreach in a positive manner. Incumbent must use judgment to decide which projects to take on that are proposed by other sections in the Embassy.

e. Authority to Make Commitments:

N/A

f. Nature, Level and Purpose of Contacts:

Represents the Ambassador to a wide range of community, religious and civic professional contacts. Follows up on activities independently and resolves problems with minimal guidance. Some in-country travel required. Works closely with others at Embassy, particularly with the Political, Public Affairs, ODC, Coast Guard, and Management sections.

g. Time Expected to reach Full Performance Level:

4 months