

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Panama City	2. AGENCY ISN/ECC-EXBS	3a. POSITION NO. A50028/97-201406
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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) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority MCLASS	Administrative Management Specialist - 105	FSN-10	TO	11/12/13
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) EXBS Regional Program Coordinator	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision ISN/ECC-EXBS
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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. _____ 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)
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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. _____ 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)
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13. BASIC FUNCTION OF POSITION. This is a professional level FSN position responsible for coordinating the programmatic efforts of the Export Control and Related Border Security (EXBS) Program for Panama and the Latin American/Caribbean Region. EXBS is the field operating component of State's Bureau of International Security and Nonproliferation (ISN), Office of Export Control Cooperation (ECC). Incumbent is responsible for budgetary matters, including bookkeeping, estimation and planning annual office and programmatic expenses, and providing DOS/ISN/ECC with monthly and on-going budget reports. Other duties and responsibilities include organizing training events to be conducted locally and abroad; interpreting for EXBS Advisor/Program Manager and high level delegations; completing official and unofficial translations of written communication; acting as liaison between the EXBS Office and a variety of host government entities; and, monitoring and reporting on all local developments that affect the EXBS Program. Responsible for the Management of the agency's information resource.

14. MAJOR DUTIES AND RESPONSIBILITIES.

COORDINATES EXBS PROGRAM ACTIVITIES, ADMINISTERS THE BUDGET AND COORDINATES ASSISTANCE TO THE HOST GOVERNMENT AGENCIES

55% of time

Administers multi-million dollar, multi-year budget and grant programs; provides administrative, financial and technical oversight of project awards. Tracks procurements and programming expenditures; compiling, adjudicating and sending budget tracking documents to DOS/ISN/ECC. Monitors the budget, works closely with EXBS Advisor/Program Manager to ensure the best use of program monies and that appropriate USG donated equipment and expertise is provided to the host country. Administers the approved budget in accordance with agency procedures, standards, and regulations, with responsibility for the preparation and submission to the Department all prescribed financial and other reports. Advises DOS/ISN/ECC as to status of funds allotments and suggests solutions to reprogramming problems as they arise. Submits monthly budget reports to DOS/ISN/ECC/Advisor Management Team for Operational, Travel and ICASS Budget. Provides program and operational budget analysis and tracking with necessary justification of annual expenses.

Maintains working relationship with the U. S. Embassy's Administrative Sections (Budget, Financial, General Services) in arranging for services as needed and resolving problems regarding such services. Participates in negotiations and contracting with local companies to acquire supplies and services for the host country. Drafts the annual work plan, prepares Statements of Work, works closely with State/A/LM/AQM and Embassy GSO on solicitations and contract and grant awards.

Meets regularly with host country mid-high and executive officials of relevant host-nation ministries to include, but not limited to: The Ministries of Foreign Relations, Economy, Health, Environment, Energy, Agriculture and Security, as well as Intelligence and Customs Agencies, to identify deficiencies, avoid duplications, discuss ongoing projects and plan for new initiatives.

Participates in the development and administration of the EXBS Country Plan for Panama and other Central American, South American and Caribbean countries under the purview of the Regional EXBS office, as well as regional plans. Supports development of the Mission Strategic Resource Plan (MSRP) and Operational Plan by providing operational data or information regarding changes to existing program operations, projections of new program activities, and identifying funding and resource requirements. Participates in program implementation and administration phases through the coordination of logistical and administrative support, coordinating training activities, and planning efforts.

Tracks and maintains receipts for all equipment donations and grants to host nation governments, to include equipment grants by partner agencies. Coordinates training events organized locally and abroad for host government officials. Works with host nation entities to identify appropriate participants for training, obtains list of candidates and ensures proper Local and/or Leahy vetting of candidate list. Responsible for all logistical elements of program-related travel including, transportation, housing and per diem for all participants. Accompanies host nation officials to U.S. and in-country training venues as coordinator and escort, and serves as interpreter for U.S. delegations. May travel to remote border Ports of Entry (POE) throughout host nations, and participate in training and conferences both in-country and abroad. During local training events, provides logistical support to instructors, identifies and coordinates for training facilities, coordinates with host nation officials, and works with Embassy-GSO to make necessary logistical arrangements and/or to hire local interpreters. The incumbent provides direct administrative and logistical support, as needed, for DOE's Second Line of Defense (SLD) program.

Provides direct support to visiting agencies and contract providers for scheduling of appointments with senior host nation officials, maintains EXBS / visitor contact data and training and equipment and grants databases, and monitors and translates relevant press stories. Acts as back-up to the EXBS Advisor/Program Manager when he/she is not at post. Provides ongoing support to visiting U.S. officials in support of EXBS programs. Manage the agency's information resource.

LIAISON DUTIES AND INTERACTION WITH OTHER USG AGENCIES

30% of time

Incumbent provides guidance and advice in the development and administration of the EXBS Country Plan by serving as a key figure in identifying, establishing and maintaining strong working relationships between various USG agencies and key high level host nation officials. Through effective liaison efforts, provides information relative to significant political, political-military, and socio-economic developments in nations throughout the region that may influence the EXBS Program relative to training needs, policy changes, and weak links in the export control system. Provides USG officials and host nation officials with official and unofficial oral interpretation and written translations on diverse subject matters that may include specialized vocabulary, including technical, law enforcement, scientific and legal jargon from English to Spanish and Spanish to English. On occasion, provides training relating to equipment use and briefings regarding overall mission of the EXBS program to host nation officials. Interacts with host nation officials relating to topics ranging from import and export licensing regimes and procedures, border security, border interdiction techniques, counter-proliferation investigations, to topics relating to technical equipment, its use, maintenance and needed repairs.

The job holder interacts with representatives from Department of State (DOS), Department of Homeland Security (DHS), Department of Defense (DOD), Department of Energy (DOE), Department of Commerce (DOC), the Department of Justice (DOJ), and other departments and agencies, and at times may assist these agencies with coordinating various activities, as directed by the EXBS Advisor. In order to fulfill the position the job holder must be/become familiar with the Mission of these agencies.

ADMINISTRATIVE DUTIES

15% of time

Performs a wide variety of administrative duties, including filing, records searches, and the assembling of materials for use in preparing reports, etc., from oral instruction or in accordance with standard EXBS Office procedures, the EXBS Advisors Handbook and other directives. Develops and maintains relevant databases, files, notes, and point of contact lists to facilitate EXBS Office contact and coordination with host government officials and others. Coordinates delivery of equipment and training programs for host country government officials organized within the framework of EXBS Program in country or abroad. Provides feedback regarding the performance of implementing partners and/or contract employees, and supervises translators hired to support EXBS- funded events and programs. Assists EXBS Advisor/Program Manager with developing and coordinating EXBS-related press releases, in consultation with DOS/ISN/ECC and through the Embassy Public Affairs Section. Drafts and delivers Diplomatic Notes regarding EXBS matters in State Department format, in coordination with Embassy Political Affairs section. Files timely reports on return from foreign/in-country trips and travel vouchers to the implementing agency and DOS/ISN/ECC. Assists in preparation of presentations and briefings. Prepares and manipulates Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations. Routinely utilizes SharePoint.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: A bachelor's degree in business administration, international relations, political science, economics, physics, chemistry, life sciences or related is required.
- b. Prior Work Experience: Three years of progressive, professional experience in an administrative, financial management, technical assistance or Project Management environment is required.
- c. Post Entry Training: Peer-to-peer training with existing EXBS Coordinator at similar Embassy's abroad; Attendance at the University of Georgia Export Control Academy; attend Grants and Procurement training by DOS-FSI or RPSO; and complete Smith Defensive Driving course is necessary.
- d. Language Proficiency: Must speak, write and read English at level IV, and Spanish at Level IV.
- e. Job Knowledge: A working knowledge of host-nation agencies involved in strategic trade controls and enforcement, and a general knowledge of US and GOM customs and law enforcement agencies are desired. Must have knowledge of Microsoft suite of software, to include: Word, Excel, Access, and PowerPoint. Must have knowledge of administrative procedures, such as, filing, maintaining records, establishing filing systems. Must have working knowledge of basic accounting functions, to include budget development, bookkeeping and record keeping functions.
- f. Skills and Abilities: Strong organizational skills are required. Must be able to deal effectively with senior USG officials within and outside the US Embassy, as well as senior host nation officials. Must have demonstrated ability to plan, organize and manage a project with limited guidance and supervision, and be able to effectively prioritize assignments. Must be able to effectively communicate orally and in writing, both in English and Spanish. Must be able to work under pressure, to deal with overlapping tasks, and to work independently when the EXBS Advisor/Program Manager is away from Post.

16. POSITION ELEMENTS

- a. Supervision Received: Limited from the EXBS Advisor/ Program Manager. The EXBS Program Coordinator will manage the day-to-day progress of EXBS Projects, with limited guidance and direction from the EXBS Advisor/Program Manager. The work will be reviewed in terms of accuracy, completeness, overall quality and

effectiveness.

- b. **Supervision Exercised:** The EXBS Coordinator will manage the day-to-day operation of Regional EXBS Program, under the direct supervision of the EXBS Advisor/Program Manager. He/she will supervise translators through effective assessment as to the thoroughness and accuracy of information presented, and through interaction and input from host country officials.
- c. **Available Guidelines:** Written and oral instructions and guidelines will be received from the EXBS Program Manager, and Department of State's ISN Bureau, Office of Export Control Cooperation. The EXBS Program Coordinator will abide by all U.S. Embassy guidelines, procedures and regulations, and by the EXBS Advisors Handbook.
- d. **Exercise of Judgment:** The EXBS Program Coordinator must exercise exceptionally good judgment in the conduct of his/her duties, due to routine interaction with senior Embassy personnel, visiting delegations and host nation officials in the region, as well as international organizations. Must have ability to make appropriate analysis of discussions with host nation government and suggest solutions to the EXBS Advisor/Program Manager to address issues and areas of concern, and make studied recommendations to improve operations of the EXBS office and Program implementation.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level and Purpose of Contacts:** The EXBS Program Coordinator will maintain contact with Department of State, ISN Bureau officials and other relevant USG departments and agencies in Washington, DC, host nation officials, representatives of international organizations, and senior U.S. Embassy personnel. Contacts with ISN Bureau will be to communicate appropriate information and data to keep Headquarters officials apprised of EXBS Program activities, budget execution and other administrative or programmatic matters. Contacts within the Embassy will facilitate administrative, logistic and programmatic actions relating to the EXBS Program. Contacts with host government officials will assist in communicating information and instructions, assessing needs and requirements, end-use monitoring, and fostering increased cooperation. Contacts with international organizations will be aimed at coordinating related assistance. The incumbent routinely meets with high-level host country officials to coordinate EXBS activities, and to determine training and equipment needs
- g. **Time Expected to Reach Full Performance Level:** Four to six months.