

**STATE PROGRAM ASSISTANT FSN-9/FP-5
VACANCY ANNOUNCEMENT 16/09/59**

MAJOR DUTIES AND RESPONSIBILITIES

Duties include preparing ports and customs-related intelligence and statistical reports for submission and approval to Embassy Lima INL, ECON, DEA, PAS, POL and DHS section heads as well as for relevant offices and agencies in Washington.

The incumbent is responsible for preparing an annual Ports and Customs Program budget as well as planning and monitoring expenditures. Also prepares financial and status reports on all projects funded by INL's Ports and Customs Program.

Incumbent also plans, implements, administers and evaluates projects and provides technical advice and input to the INL Senior Ports and Program Advisor.

Incumbent will attend high level meetings, conduct Port operations inspections, prepare briefings, and be able to represent the INL Ports Advisor in his/her absence.