



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 U.S. Embassy Ashgabat	2. AGENCY STATE	3a. POSITION NO. A70101
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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 _____ (Title) _____ (Series) _____ (Grade)

c. Other (explain) to confirm accuracy before advertisement of vacant position

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Management Officer	Program Assistant FSN – 6001	07	GLA	05/28/04
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Program Assistant (Alumni, Education)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Public Affairs Office	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

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.
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Typed Name and Signature of Employee	Date(mm-dd-yy)	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.	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.		
07/02/2013	07/03/2013		
Typed Name and Signature of American Supervisor	Date(mm-dd-yy)	Typed Name and Signature of Human Resources Officer	Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Under the direct supervision of the Public Affairs Officer and in consultation with the ECA alumni coordinator in Washington, the Alumni Coordinator is responsible for promoting greater contact and cooperation among former participants of USG-sponsored exchange and training programs throughout Turkmenistan. The goal is to increase involvement of alumni and other PAS contacts in the process of economic and political reform in the country. The incumbent accomplishes this goal by organizing alumni conferences and meetings (especially in the regions), preparing and disseminating news and information of general interest to alumni and other contacts, and by maintaining a database of past grantees and other individuals who play a role in furthering U.S. - Turkmenistan contacts.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Administration in support of Alumni and educational Activities (35%)

Works closely with ECA Alumni Coordinator in Washington to plan and fund events, and to coordinate alumni programming in Turkmenistan. Works closely with PAS colleagues, other Embassy sections and USG agencies, and ACCELS and IREX staff to organize conferences, seminars, workshops, and other meetings that promote greater contact and cooperation among former participants of USG sponsored exchange and training programs. Encourages Embassy and USG agency employees to participate in alumni events and gatherings. Promotes the formation and development of alumni associations in major cities of Turkmenistan. Promotes awareness of alumni accomplishments and professional development through contacts with the media, U.S. and Turkmenistan. NGOs, government institutions and business associations. Travels often to support these activities.

B. Monitors PAS alumni grants program (30%)

Publicizes PAS grants programs through presentations, alumni list serves, and individual consultations. Consults with prospective grantees to advise them on proposal preparation, processes proposals, prepares and tracks grant documentation, negotiates payment schedules, keeps accurate records of funds disbursement and accounting reports, and monitors project implementation.

C. Materials development and distribution (10%)

Encourages greater involvement by alumni and other PAS contacts in the process of political and economic reform in Turkmenistan by preparing and distributing a newsletter targeted to past USG exchange and training program participants. Coordinates closely with ACCELS and IREX and alumni on the content of the newsletter; solicits contributions from PAS staff and other sources; prepares material on alumni matters for publication; distributes via local mail. Ensures that distribution of bulletins/newsletters are properly targeted and accomplished in the most efficient and cost-effective manner possible. While coordinating with other PAS colleagues, the incumbent has primary responsibility for distributing Turkmen, Russian, and English language State/ECA publications to alumni and other PAS contacts, particularly in the regions, and ensures that they receive relevant announcements and information about upcoming programs and grant competitions. Assists in developing concepts and content for the Alumni Electronic Labor Exchange website.

D. Database maintenance and development (10%)

Expands the capacity of the PAS and other mission elements to maintain an ongoing relationship with past USG-sponsored Turkmenistan exchange and training participants and with other PAS contacts through the development of a new database. Closely coordinates the database with State/ECA offices and local State/ECA contractors that already maintain their own databases.

E. Backs up and coordinates with Grants Coordinator on Democracy Commission (10%).

F. Performs additional duties as and when required by the Public Affairs Officer or Cultural Affairs Officer in support of Public Diplomacy programs and overall Mission goals. (5%)

15. Qualifications required for effective performance

a. Education:

At least 2 years of post-secondary schooling (college or university studies) is required.

b. Prior Work Experience:

One to two years of relevant professional experience is required.

c. Post Entry Training:

Upon successful completion of first year of Embassy service, available and applicable USG-sponsored courses at FSI, RPO/Vienna, RSC/Frankfurt or other sites. On-the-job training from other office elements.

d. Language Proficiency

Level IV (fluent) English, Level III (working knowledge) Russian and Turkmen.

e. Knowledge:

Good understanding of U. S. and Turkmen educational, political and cultural structures. Working knowledge of USG sponsored exchange and training programs.

f. Skills and Abilities:

Strong writing skills are required to draft documents in English, Turkmen and/or Russian (for distribution to alumni). Ability to use word-processing, spreadsheet and database programs. Possesses good interpersonal skills; ability to maintain accurate records.

16. Position Elements

a. Supervision received:

General supervision received from Public Affairs Officer and guidance from the Alumni Coordinator in Washington. Backs up PAS Grants Coordinator.

b. Available guidelines:

Mission program plan, guidelines from the PAO and CAO, and instructions from ECA in Washington, DC.

c. Exercise of Judgment:

The incumbent should have a well-developed sense of professional and personal propriety, and be able to exercise initiative and responsibility in planning outreach to alumni throughout Turkmenistan.

d. Authority to make Commitments:

May make commitments on presentation and distribution of printed materials, and on travel to regions of Turkmenistan. No financial or policy commitments may be made without prior approval from the section supervisor, and Post's Financial Management Officer.

e. Nature/Level, and Purpose of Contacts:

Establishes and maintains contacts with alumni at all levels and has regular working relations with GOTX officials, Embassy officers, program agency staff and other professional contacts. Interacts with all Embassy officers in coordinating contact with program alumni.

f. Supervision Exercised: Oversees grant disbursements and ensures that grantees are fulfilling their grant requirements in an efficient and timely manner. Financial responsibility for verifying accuracy/reasonability of budget line items. Manages relations with the Alumni Coordinators at ACCELS and IREX, oversees project implementation but does not directly implement alumni projects.

g. Time required to perform Full Range of Duties after entry into the Position: One year.