

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.

A20001

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) _____ (Grade)
- b. New Position
- c. Other (explain) _____ to confirm accuracy before advertisement, minor update to duties and responsibilities

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
HRO

Commercial Assistant, FSN-1510

07

BJM

08/16/11

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

Pol/Econ Section

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.

5/6/2015

Typed Name and Signature of Employee_____
Date(mm-dd-yy)_____
Typed Name and Signature of Supervisor_____
Date(mm-dd-yy)

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.

5/6/2015

Typed Name and Signature of Section Chief or
Agency Head_____
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.

11/28/2012

Typed Name and Signature of Admin or Human
Resources Officer_____
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

Serves as Commercial Assistant under the immediate supervision of the Economic Officer. Plans, organizes, and provides critical administrative and logistical support for Post's Business Facilitation Services Program, commercial activities, and outreach including the U.S.-Turkmenistan Business Forum. Maintains contacts with Government of Turkmenistan officials on commercial issues, as well as with local and international business people. Backs up both senior economic assistants as necessary.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

Plans, organizes, troubleshoots, and handles logistics for the annual U.S.-Turkmenistan Business Forum in Ashgabat. Provides administrative support for business exhibitions in Turkmenistan and the United States. Provides administrative support for all Business Facilitation Services transactions. Responds to commercial inquiries in a timely and professional manner.

65%

Works with Pol/Econ staff to translate documents as needed on Pol/Econ related matters.

25%

Using initiative and good judgment, develops and maintains relevant working level contacts with working level government officials and the local and expatriate business community. Develops and maintains contact with professional trade associations, banks, and individual businesses to obtain published and unpublished information.

10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education:**

At least two years of full time post secondary study at college or university in Economics, Marketing, or a related field.

b. Prior Work Experience:

One to two years of job-related experience in economic or commercial activities and/or research, market research, trade promotion, commercial banking, or other closely related fields is required.

c. Post Entry Training:

On the job training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV (fluent) English and Russian Speaking/Reading/Writing is required. Level III Turkmen (good working knowledge) Speaking/Reading/Writing is required.

e. Job Knowledge:

Good understanding of Turkmenistan's economy, local business customs and practices, marketing channels, and of host government laws, regulations and policies

f. Skills, and Abilities:

Ability to develop and maintain working level contacts in government and private businesses within Turkmenistan.

16. POSITION ELEMENTS**a. Supervision Received:**

Directly from Economic Officer

b. Supervision Exercised:

None

c. Available Guidelines:

Technical guidance is provided by American Supervisor

d. Exercise of Judgment:

The incumbent must use judgment in determining, cooperatively with supervisor, what research should be undertaken what analysis is necessary and what policies are appropriate to recommend.
The incumbent is given considerable latitude in selecting, developing and evaluating sources of information.

e. Authority to Make Commitments: None

Limited ability to set time for appointments requested by the Pol/Econ section and arrange for requested travel

f. Nature, Level, and Purpose of Contacts:

Continuing contacts with government officials, representatives of international financial institutions, private citizens, businessmen, publishers, and suppliers of economic publications.

g. Time Expected to Reach Full Performance Level:

6 months