

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.

A20501

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) minor changes in item 13 and 14

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

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

Economic Assistant FSN-1505

09

GLA

05/10/05

b. Other

c. Proposed by Initiating Office

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

Political/Economic 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.

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.

11/17/2008

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.

11/17/2008

Typed Name and Signature of Admin or Human
Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Serves as the Embassy's principal Economic Assistant with responsibility for covering the energy sector and the commercial portfolio, including trade development. Performs a variety of duties in the field of economics, including trade development. Performs a variety of duties in the field of economics, including factual and analytical reporting. Serves as the liaison with the U.S. and international business communities.

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

30% - Monitors and analyzes issues related to Turkmenistan's energy sector, including production trends, pipeline development, power generation and foreign investment. Drafts factual and analytical reports on energy sector development.

20% - Develops a clear understanding of Turkmenistan's macroeconomic picture, particularly economic growth, external debt and trade. Drafts factual and analytical reports on Turkmenistan's macroeconomic situation, including banking and finance, budget issues and private sector development.

10% - Serves as liaison with U.S. and local business communities in Turkmenistan, maintaining a wide range of contacts. Develops a deep knowledge of the local business investment climate. Monitors and analyzes commercial developments in Turkmenistan and prepares factual and analytical reports on these developments. Suggests and facilitates Embassy advocacy where appropriate.

10% - Schedules and assists Pol/Econ officer in meetings with host government officials to discuss political, economic, trade and commercial issues.

10% - Provides background information and advice on local commercial and legal/regulatory conditions for Embassy staff and visiting officials. May accompany both on official calls, serving as note taker and/or interpreter.

15% - Provides English-Russian and Russian-English translation as needed, including formatting diplomatic notes and assisting with monitoring local and international media as directed.

5% - Performs other duties and assists other sections as directed by supervisor.

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

A university degree in economics, business, political science, or law.

b. Prior Work Experience

Three to five years of progressively responsible work in economic research, business management, marketing or business law.

c. Post Entry Training

OJT and Department of State's Economic course or Political course for FSNs.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

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

e. Knowledge

Good knowledge of Turkmenistan's economic commercial and investment environments, legislature and practices. Clear understanding of American business practices.

f. Skills and Abilities

Ability to develop and maintain an extensive range of contacts in government and private sector circles. Ability to carry out relatively complex research projects and prepare precise and accurate factual and analytical reports. Type quickly and accurately and be familiar with computer programs such as Word,

Excel, Power Point and Access.

16. POSITION ELEMENTS

a. Supervision Received

Under the general supervision of a Political/Economic Section Chief.

b. Available Guidelines

DOS regulations; post policies; oral and written directives from the supervisor..

c. Exercise of Judgment

Must exercise independent judgment in choosing the best source of information for data required and in presenting the data in an accurate and precise form. Must exercise sound judgment in locating contacts within the GOTX and private sector. Must demonstrate tact when dealing with American and Turkmen business contacts.

d. Authority to Make Commitments

Generally None, but may be delegated specific authority on a project-to-project basis, following guidelines and DOS policy outlined in Department of State Regulations and other directives.

e. Nature, Level and Purpose of Contacts

Makes and maintains contacts at all levels in government and private sectors, focusing on mid to upper levels of GOTX ministries, banks, Institutes and Agencies, and private companies to support the basic functions of the position.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

At least two years of intern level to perform the full range of required duties adequately, depending on prior experience.