

25% - Serves as primary liaison with USG agencies: DOS/INL, DOJ/DEA, DOJ/ICITAP, FBI, IRS, DHS/CBP, and liaises with relevant GOTX agencies at the Ministry of Foreign Affairs, State Service to Protect the Security of a Healthy Society, Ministry of Internal Affairs, State Customs Service, State Border Service, State Migration Service, Ministry of Justice, Supreme Court, Mejlis (Parliament), General Prosecutor Office, State Migration Service, Cabinet of Ministers on security and counternarcotics programs, Department of Analysis of Activities of Law Enforcement and Military Agencies at the Presidential Apparatus . The incumbent identifies potential program opportunities, analyzes trends in Turkmenistan for USG-sponsored security programs, and coordinates the GOTX's active participation in USG activities, including accompanying official GOTX officials during overseas travel.

20% - Monitors the GOTX's counternarcotics efforts, trends in narcotics abuse and trans-shipment, and law enforcement issues and writes factual and analytical reports. Drafts the annual International Narcotics Strategy Report by collecting relevant information throughout the calendar year. Reports on any counternarcotics and law enforcement developments in the country and the region, and regularly collects drug seizure statistics and drug trafficking crime information. Monitors and keeps record of INL donated equipment and vehicles. Prepares end-user monitoring reports to INL. Keeps the inventory of INL stored items.

15% - Liaises with internal agencies: DOD, NCV, EXBS, DS, USAID and external interlocutors such as UNODC, IOM, EU BOMCA, OSCE, IRCS, the U.K. Embassy and other international organizations and diplomatic missions. Monitors implementation of INL funded programs through implementing partners and INL program grantees, regularly collects relevant financial and program reports on program implementation and reports on achieved progress to INL.

10% - Contributes to Political/Economic Section workload by providing written English-Russian-Turkmen translations of demarches, and other official documentations; provide oral translation during official visits. Drafts and formats diplomatic notes, and other official correspondence.

5% - Coordinates work with the GOTX and assists other US agencies in implementing post's other security projects.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

University degree in International Relations, Political Science, Law, Management, Criminal Justice, or Governance is required.

b. Prior Work Experience:

Two to three years of experience in project implementation or closely related field.

c. Post Entry Training:

Mostly 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) of English and Russian, Level III (good working knowledge) Turkmen is required.

e. Job Knowledge:

A good knowledge of the existing GOTX structure and functions, especially in legislation and the law enforcement sector. Thorough knowledge of GOTX anti-narcotics programs and policy. General background on legal issues, particularly related to the criminal justice sector on counternarcotics, TIP and organized crime. A good working knowledge of pertinent State Department regulations and procedures and associated federal agencies, and a general knowledge of the organizations and functions of the various agencies at post. Excellent knowledge of the goals and the mission of INL program. A working knowledge of Consolidated Overseas Accountability Support Toolbox (COAST) and Local Financial Management System (LFMS).

f. Skills and Abilities:

Administrative organizational skills are a top priority. Diplomacy and tact in dealing with local officials and Embassy officers are required. Ability to coordinate and manage multiple projects with limited guidance is critical.

16. POSITION ELEMENTS

a. Supervision Received:

Directly supervised by Political Economic Officer.

b. Supervision Exercised:

None.

c. Available Guidelines:

INL Financial Management Handbook, INL Letter of Agreement, INL State guidelines, oral and written directives of the Pol/Econ Officer and supervisor.

d. Exercise of Judgment:

Must exercise good judgment in setting job task priorities. Must be able to judge correctly emerging counternarcotics trends in the country and region. Must exercise considerable judgment and discretion when interacting with local officials on issues like drug trafficking, organized crime, and criminal justice.

e. Authority to Make Commitments:

Hires services and signs invoices for payment of contracted services i.e. transportation, translation, rent of facilities, etc. for the training programs.

f. Nature, Level and Purpose of Contacts:

Daily contact within the embassy including Pol/Econ, B&F, GSO, management, NGSV, DAO on implementation of counternarcotics and security projects. Regular contact with USG agencies INL program analyst in Washington, INL regional officer in Almaty, DEA regional attaché in Tashkent, ICITAP forensic science development coordinator and ICITAP forensic expert, OPDAT Eurasia director and OPDAT program analyst, INL offices in Central Asia and the region, CENTCOM Counternarcotics program analyst and others on implementation of counternarcotics and security projects. Regular contact with GOTX agencies: MFA Americas desk personnel, chief, deputy chiefs, department heads and officers of the State Service to Protect the Security of a Healthy Society of Turkmenistan, director and chief chemist of MIA forensic laboratory, chief of the MIA international relations department, chief of the MIA's counternarcotics department, chief of the general prosecutor's international relations department, chief of the State Border Service international relations department, chief of the Migration service international relations department, chief of the international relations department at the ministry of justice, senior staff members of the department of analysis of LE and Military activities at the Presidential Apparatus and other counternarcotics and security projects.

g. Time Expected to Reach Full Performance Level:

One year.