

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Kampala	2. AGENCY Department of State	3a. POSITION NO. XXXXXX
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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. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) The position has been vacant for 5 Years since it was classified

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other AF Regl Classification	Administrative Assistant, FSN 105	6	Kmt	11/18/15
c. Proposed by Initiating Office	Newsletter Editor/ Administrative Assistant FSN 105			

6. POST TITLE POSITION (if different from official title) Newsletter Editor	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management 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. _____ <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. Xxxxx CLO _____ <small>Typed Name and Signature of Supervisor Date(mm-dd-yy)</small>
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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. Xxxxx Management Counselor _____ <small>Typed Name and Signature of Section Chief or Agency Date(mm-dd-yy)</small>	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. HRO _____ <small>Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)</small>
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13. BASIC FUNCTION OF POSITION

The newsletter editor writes, prepares, edits, submits and disperses in final form for publication weekly, The Source, the U.S. Embassy Kampala newsletter. S/he will also attend a weekly team meeting in the Community Liaison Office with the CLO team. The newsletter editor also assists CLO with administrative duties and events.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

The Job holder will produce weekly Mission newsletter, The Source.

S/he will seek and collect submissions from various office locations and ensure that all critical information, such as duty officers, medical personnel, etc. is kept up to date and appears in advance of the duty week.

The incumbent will solicit from various resources information pertinent and interesting for all Mission staff and families, such as trip reports to interesting places, civic and educational activities available, and encourage Mission staff to draft and submit articles concerning vacation travels in Uganda.

Will request and review newsletters from other posts for ideas and pertinent information and access the Department of State Family Liaison website for information of interest for the Source. Compile and include items of information received through the Management Notices and Security Notices. Assure that a cross section of items appearing in the Source is of interest to U.S. Mission members, including LE Staff.

Will conduct and develop annual evaluations and surveys for the Community Liaison Office. Research and produce various monthly, quarterly, semi-annual and annual reports required by the Family Liaison Office and the Overseas Briefing Center in Washington. Maintain and update the Mission post report. Maintain and update the CLO SharePoint with CLO information. Create fliers for activities as requested by the CLO Coordinator Assist in the CLO with other duties as required and attends to weekly CLO meetings.

Content developed

The content of the Source should benefit all Mission personnel and family members. The Source needs to have included the following, but is not limited to:

- Duty Roster
- CLO activities and events
- Job announcements
- Information, events and calendars of the main Mission schools
- Community information
- Morale boosting information such a holiday articles, tidbits about American and Uganda culture, trips reports, restaurant reviews, etc.
- Prepares, reviews and edits for content all classified ads submitted to the Source
- Information about newsletters' deadlines, editorial policy, advertisement policy and contact information for the Source.

In addition, the cultural sensitivity must be addressed in the content, use of clean fonts, a simple layout, graphics as accents. The source will be distributed weekly, It will be made available on the Kampala intranet; all Mission employees will receive a link via email to access the Source. EFM's will receive a pdf file by electronic mail.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

A of minimum of two years of university studies is required

b. Prior Work Experience

A minimum of one year experience in office, managerial experience with familiarization with newsletter and other publication processing.

c. Post Entry Training

Desktop publishing program, Customer Service and related trainings.

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

English Level 4 is required

e. Job Knowledge

The position must have a well-developed knowledge of mission staff to produce seasonal articles of general interest from a variety of sources. Must be familiar with publishing layout and design features, Good knowledge of Foreign Service and living in Kampala, Ugandan cultures and the basic structures or functions of the Mission.

f. Skills and Abilities

Ability to be flexible and maintain a good sense of humor, ability to multi-task, time management skills, excellent organizational skills and strong writing skills. Must have the ability to be creative and ability to use Microsoft Suite. Must have good typing skills speed of 30 wpm and accuracy.

16. POSITION ELEMENTS

a. Supervision Received

Direct supervision is received from the Community Liaison Office Coordinators (CLO's)

b. Supervision Exercised

None

c. Available Guidelines

CLO 101 Training Manual and FLO Website – Post newsletter

d. Exercise of Judgment

Broad discretion on the content of publications. Some discretion on the format of publications with the final approval and revisions by CLO and the Management Counselor.

e. Authority to Make Commitments

None

f. Nature, Level and Purpose of Contacts

Strong contacts within the Mission Community to elicit input on making the publications responsive to community interests. Good contacts within the Ugandan social and cultural circles to allow the editor to broaden the information contained in the publications

g. Time Expected to Reach Full Performance Level

Six months