

# INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

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

<b>1. POST</b> U.S. Embassy Hanoi, Vietnam	<b>2. AGENCY</b> DAO/DoD PEPFAR	<b>3a. POSITION NO.</b> DAO-A-08
---	------------------------------------	-------------------------------------

**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)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Administrative Assistant, FSN-105	7	MTD	<i>NAF</i>
b. Other				
c. Proposed by Initiating Office	Administrative Assistant	8		

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
<b>8. MISSION</b> U.S. Embassy, Hanoi	b. Second Subdivision
a. First Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <hr/> Typed Name and Signature of Employee                      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <hr/> Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
--	---

<b>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.</b>  Diep N. Duong <i>Diep N. Duong</i> 10-06-10 <hr/> Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	<b>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.</b>  <i>Robert C. Fraga for</i> 07 OCT 2010 Maria T. De Veyra <hr/> Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
---	--

**13. BASIC FUNCTION OF POSITION**

Provides administrative assistance to the U.S. Department of Defense President's Emergency Plan for AIDS Relief (DoD PEPFAR) Office in Viet Nam by performing full range of administrative duties. The DoD PEPFAR office is an USG implementing agency for HIV/AIDS program. DoD PEPFAR collaborates and coordinates closely with the Ministry of Defense (MOD) and multiple Vietnamese Non-governmental organizations (NGOs) in its implementation of activities. Coordination and communication activities with MOD are done formally through diplomatic note thus required intense administrative support from a diligent, detailed, trained, and competent administrative support person. Moreover, the incumbent will provide secretarial support to the Country Program Director and DoD PEPFAR staff in daily business management

**14. MAJOR DUTIES AND RESPONSIBILITIES** **100% OF TIME**

a. Serves as receptionist for the DoD PEPFAR Office. Serves as interpreter, as needed. Takes minutes for meetings

- and distributes, as required. **(10%)**
- b. Assists DoD PEPFAR staff in composing/translating routine correspondence and reports, as needed. Performs typing/word processing of reports, letters and other documents in both Vietnamese and English. Prepares reports/documents for distribution, mailing and filing. Organizes, establishes and maintains subject-matter files (hard and soft files) for all projects/programs for the DoD PEPFAR Office. Ensures that the management of files is in accordance with the DoD PEPFAR Office's filing procedures. **(10%)**
  - c. Translates written documents from English to Vietnamese and Vietnamese to English. Prepares materials, including slides, charts and graphic, poster layouts for presentations and publication of program related reports/findings in English and Vietnamese. **(10%)**
  - d. Arranges for conferences, meetings and other program events to include, but not limited to, locating adequate/relevant facilities, conferencing equipment, audiovisual support, translation services, transportation, etc. Produces or arranges for the production of meeting materials. Makes purchase requests for procurement of meeting-related items/products. Assures meeting venues are ready for meetings/conferences. Acts as registrant for conferences, as needed. **(15%)**
  - e. Prepares and submits travel vouchers, faxes and other reports for DoD PEPFAR Office **(10%)**
  - f. Assists with daily office financial administration, including compiling vouchers, reviewing vouchers and liaising with relevant sections for payment processing. **(10%)**
  - g. Serves as primary liaison with PEPFAR Interagency Team, country team, and partners for in-coming and out-going administrative information. Maintains smooth and professional communication between the DoD PEPFAR Office and its prime partners and related organizations. **(15%)**
  - h. Provides secretarial support to the Country Program Director and office staff (approximately 4 additional staff), including maintaining calendars, establishing and rearranging priorities; coordinating calendars of DoD PEPFAR Office staff; notifying officials and organizations of meetings, changes, and logistics; arranging schedules, transportation, hotel reservations and related travel requirements as needed. Obtains and organizes background information for meetings, briefings, and visitors. **(20%)**

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. Education

Possession of a Bachelors Degree in the field of Social Science, Public Health, Education, Nursing, Health Sciences & Administration or a related field is required.

b. Prior Work Experience

The incumbent is required to have a minimum of three years in progressively more responsible positions in the field of administration, public health and/or development. At least two years of this experience with a U.S. Government Agency or other international/local organization or donor. Prior experience and technical or policy related knowledge in some combination of HIV/AIDS, or project management is required.

c. Post Entry Training

N/A

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

Level 4, English ability

Level 4, Vietnamese ability

e. Knowledge

Substantial knowledge about public health or development program activities is required. An in-depth knowledge and experience of concepts, principles, techniques and practices of office management, in an international environment, is required. A detailed knowledge and understanding of the Vietnam's health system, government organizations (National Institute of Hygiene and Epidemiology, Vietnam Red Cross, etc.), and non-government (International NGOs, local NGOs, Vietnamese NGOs, etc.) is preferred. Thorough understanding of Vietnam Ministry of Defense system is preferred. A full knowledge and understanding of financial and administrative functions and principles related to project management is required. Broad-based knowledge of the USG and DoD PEPFAR basic procedures and regulations including Standardized Regulations, 3 FAM, 6 FAM, post management, procedural and organizational structures of the Embassy is preferred but not required.

f. Skills and Abilities

Must have high proficiency in operating word processing software and have good typing skills. Must have procedural administrative training and the ability to prioritize and manage multiple tasks. Must have knowledge of other commonly-used software programs i.e. spreadsheet, outlook, presentations, and basic data management programs. Must be able

to coordinate of program activities amongst the DoD team, the interagency PEPFAR team, DoD PEPFAR partners and the host government.

#### 16. POSITION ELEMENTS

- a. Supervision Received  
Works under the overall supervision of the Country Program Director and direct supervision of the Senior Management Specialist on daily basis.
- b. Available Guidelines  
Embassy Employee Manual
- c. Exercise of Judgment  
Must be able to exercise good judgment in completion of duties timely within written or stated guidelines
- d. Authority to Make Commitments  
No authority to make financial commitment.
- e. Nature, Level and Purpose of Contacts  
All levels of DoD PEPFAR, American and FSN/PSA staff; closely contacts with the Vietnamese Ministry of Defense (MoD) and Ministry of Health (MoH) and various Vietnamese and international organizations; coordinates with various offices to establish meetings, conferences, workshops and appointments.
- f. Supervision Exercised  
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
6 months