INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
U.S. Embassy Hanoi	State	N-710-02

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. N-710-2, Educational Specialist FSN-6005 (Title) ____ (Series) 10 (Grade)

☐ b. New Position

☐ c. Other (explain) Review for a vacancy announcement as current incumbent resigns.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Educational Specialist, FSN-6005	10	WDG	03-03-10
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)
Fulbright Program Director

7. NAME OF EMPLOYEE

8. MISSION
U.S. Embassy Hanoi

b. Second Subdivision

a. First Subdivision
Public Affairs Section

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee — Date(mm-dd-yy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Local 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.

James A. Warren — 03-03-10

Typed Name and Signature of American Supervisor — 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.

Williette D. Gooding — 03-03-10

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

13. BASIC FUNCTION OF POSITION

Reporting to the Public Affairs Officer in Hanoi, the incumbent manages a staff of three Fulbright Assistants in implementing the many components of the nationwide Fulbright Program in Vietnam, one of the largest Fulbright Programs in Asia. The incumbent consults regularly with ECA's EAP Fulbright Program Office, and manages a budget of over $150,000 for in-country expenses that is independent of the budget of the Public Affairs Section, and which is part of the $2.2 million budget that funds the Fulbright Program in Vietnam. In managing the Program, the incumbent continually seeks to renew and develop new contacts at universities and other educational institutions throughout Vietnam. The quality of the incumbent's management of Program directly affects the lives and experiences of the 30 Vietnamese students and scholars placed at American universities each year for programs lasting one to two years, and the 20 American scholars and researchers placed at Vietnamese universities for programs lasting six months to one year.

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

-- Oversees and provides guidance to the Fulbright Assistant who manages the U.S. Scholar Program, which places up to a dozen American scholars a year at Vietnamese universities and think tanks for one year each, and the U.S. Student Program, which places about eight American researchers at Vietnamese universities and think tanks for one year each. Ensures that placements support Mission and PAS goals and are balanced in terms of geographical area and fields of study or research. Uses knowledge of Vietnamese universities and of key personnel at them to ensure the closest possible match between grantees' background, expertise and experience, and the needs of the Vietnamese institution at which they are placed. Supports American grantees by organizing orientations sessions, enrichment seminars twice a year, and by keeping in close contact with them throughout their stay in Vietnam to provide advice. Works with Vietnamese university hosts to organize conferences, seminars, and workshops to maximize grantees opportunities and experiences. (30 percent)

--Oversees and provides guidance to the Fulbright Assistant who manages the Vietnamese Programs, which recruits about 25 Vietnamese students for placement in two-year Master's Degree Programs at American universities, and the Vietnamese Senior Scholar Program, which places up to a dozen professors at Americans for research for one year each. Consults with IIE and CIES, the Program's cooperating agencies, on placement to fit the grantee's abilities, expectations, and the Program's resources. Sets up Selection Panels, and ensures that their operations and the entire selection process are transparent, fair and objective. Guides the Assistant in program publicity, in conducting a dozen information sessions at universities throughout Vietnam to ensure maximum awareness of the Fulbright Program, in conducting pre-departure orientation sessions and in re-entry seminars for returning grantees. (25 percent)

--Oversees the Fulbright staff in carrying out many non-traditional programs, which bring dozens of American teachers and professors to Vietnam for placement at Vietnamese universities. These programs include the English Teaching Assistants Program, which places ten American teaching assistants at Vietnamese universities for one year each; the American Senior Specialist Program, which brings five to ten American professors to Vietnam for up to six weeks each to train faculty and revise curricula; the Science and Technology Ph.D. Program which places up to two Vietnamese students to pursue Ph. D study at top U.S institutions in science, technology and engineering; the Occasional Lecturing Program, which places Fulbright professors from within Vietnam and from neighbouring countries at Vietnamese universities for short-term programs similar to the Senior Specialist Program; and half a dozen smaller programs that bring American professors to Vietnam or send Vietnamese professors to the U.S. (25 percent)

-- Develops and maintains a wide array of high level contacts at universities throughout Vietnam, including Rectors, Vice-Rectors, Deans, and Department Heads, and at the Ministry of Education and Training, to facilitate placement of American professors and to encourage Vietnamese professors and students to apply for programs. Uses this knowledge to advise the PAOs and the Deputy PAOs in Hanoi and HCMC's about Vietnamese universities, their operations, personnel, and history of their involvement with the Fulbright Program and the Public Affairs Section. Works with appropriate local institutions to maintain and expand a Fulbright alumni network throughout Vietnam. Develops both content and format for the VN Fulbright website, the quarterly Fulbright Newsletter, invitations, brochures, and other Fulbright materials. (20 percent)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Master's Degree in liberal arts, education or related fields, from a U.S. University is required.

b. Prior Work Experience

Two years of university teaching and/or academic administration or related work is required.

c. Post Entry Training

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

Level IV (fluent) in written and spoken English. Level IV (fluent) in written and spoken Vietnamese.

e. Knowledge

Expert knowledge of American and Vietnamese higher educational systems, processes, and practices. In-depth knowledge of Post's exchange programs, policies and practices. Expert knowledge of U.S political and social processes, and the U.S. cultural developments. Many Fulbright programs are geared to give senior officials and university rectors knowledge of how to improve university administration, admin-professor relations, curricula and course design. In depth knowledge in many educational areas is thus needed to provide this advice and guidance, and to select the appropriate university to host a program and to select appropriate American professors to conduct a program.

f. Skills and Abilities

Abilities to plan, direct and implement and monitor Post's entire Fulbright exchange program that involves and requires:

- strategic thinking and planning abilities to ensure the ultimate goal of mutual understanding is reached for both short and long-term projects.
- intensive critical thinking, problem-solving skills and excellent communication and listening skills.
- abilities to establish and maintain individual contact with key officials who are heavily involved in the smooth-running of Post's programs,
- abilities to work effectively with Post's Hanoi and HCMC team: IRC director, Information Assistant, and Cultural Affairs Assistants to maximize program effectiveness.
- highly developed writing skills both in Vietnamese and English.

16. POSITION ELEMENTS

a. Supervision Received

Under general supervision of Country Public Affairs Officer

b. Available Guidelines

Policy Guidelines of J. William Fulbright Foreign Scholarship Board, the State Department's Federal Administration Manual (FAM) and Mission Program Plan

c. Exercise of Judgment

Very extensive. Must exercise independent judgment in all contact work and in program administration. Major initiatives and policy direction decisions to be made in consultation with the PAO

d. Authority to Make Commitments

Has authority in selected areas of program administration to bind supervisor to specific actions in Post's grant programs. In consultation with ECA's EAP Fulbright Program Office, PAO, manages a budget of over $150,000 for in-country expenses that is independent of the PD budget, and which is part of the $2.2 million budget that funds the Fulbright Program in Vietnam.

e. Nature, Level and Purpose of Contacts

Contacts are at high level of universities throughout Vietnam, including Rectors, Vice-Rectors, Deans, and Department Heads, and at the Ministry of Education and Training to facilitate placement of American

professors and to encourage Vietnamese professors and students to apply for programs. Regular contact with senior Vietnamese and U.S. academies. Daily contact with U.S. and Vietnamese grantees and alumni for the purpose of networking and building the profile and functioning of the Fulbright Program. Extensive contact with U.S. university, academics, students, and administrator to assistant in linkage with Vietnam institutions.

f. Supervision Exercised

Overall program supervision of the Fulbright Program. Supervises two Fulbright Assistants and one Fulbright Administrative Clerk in implementing the Fulbright Program in Vietnam

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

One and half years