

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Hanoi, Vietnam	2. AGENCY U.S. Department of State	3a. POSITION NO. A-200-24
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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. Reclassification of duties:
Position No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position

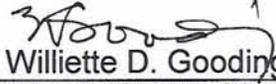
c. Other (explain) Minor change the PD

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Tillefication Authority	Economic Assistant	9	WDC	04/27/10
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. MISSION U.S. Embassy Hanoi	b. Second Subdivision
a. First 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 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.	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.
Adam Ross _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	 Williette D. Gooding 04/27/2010 _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Job holder serves as one of four LES for Economic affairs. Her work serves two main purposes: 1) She is the Section expert on very technical, complicated matters involving the Vietnamese banking sector, stock markets, macroeconomic development, investment climate, ad counterterrorist financing regime, which ensures consistent a consistent message and level of attention is paid to these issued by the U.S. Embassy despite personnel changes: 2) She is the main interface between Economic Section officers and the Government of Vietnam, bridging linguistic and cultural barriers to ensure offices can access and influence their Vietnamese counterparts as needed.

14. MAJOR DUTIES AND RESPONSIBILITIES 100 % OF TIME

1. Actively persue information on Vietnam's investment climate, financial services and reform, state-owned enterprise reform, counter-terrorist financing, anti-money laundering, and macroeconomic analysis; using the research, highlight issued of concern for further investigation.
2. Be familiar with and current on personnel and procedures in Ministry of Finance, State Securities Commission, State Bank of Vietnam, Ministry of Planning and Investment, and Central Institute for Economic Management and suggest meeting and

contact points on issues of concern to the USG.

3. Set up and accompany supervisor to meetings with Government of Vietnam (GVN) officials, preparing supervisor for the meetings before hand, and providing accurate, technical translation on the nuances of financial, macroeconomic, investment and reform issues during the meetings as needed.

4. Able to discuss and analyze economic and financial trends and provide additional context and background for others to better evaluate GVN policies.

5. Have the interpersonal skills to represent the interests and dignity of the U.S. Government with GVN officials and the Vietnamese people and work well with supervisor and colleagues; have the organizational skills to prioritize taskings and manage time wisely; have the communication skills to respond quickly and accurately to requests.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

A university degree in economics, science and technology or business administration is essential for this position.

b. Prior Work Experience

Job holder must have at least two years professional experience in economics or a related field.

c. Post Entry Training

FSI Economics Course and Trade Agreement Implementation Course are required for this position.

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

The position requires the following language skills:

Vietnamese - Level 5

English -Level 4

e. Knowledge

Job holder needs to know well the Mission's long-term objectives and to have strong understanding of the Section's priorities, issues of interests or concern. Job holder needs an in-depth knowledge of local economic conditions, the financial sector, Vietnamese Government economic policies, and economic, finance and trade-related government offices. A detailed understanding of the local business practices and business environment. Contacts within governmental and non-governmental organizations in Vietnam are also important, as are the interpersonal skills necessary to maintain and build those contacts. Job holder must have high level of technical knowledge of statistical methods and economic analysis as well as market economic principles and technical knowledge of the financial sector are essential in fulfilling the job, especially when a particular issue/concern arises.

f. Skills and Abilities

Jobholder is responsible for understanding, explaining, and utilizing statistical methodologies as they related to GVN macroeconomic conditions and policies. She also maintains macro financial databases.

16. POSITION ELEMENTS

a. Supervision Received

A direct-hire American supervises this job.

b. Available Guidelines

none

Exercise of Judgment

Employee can - Adjust the order in which they perform their daily work; Plan and organize their work over a period of days; Amend existing practices; Liaise with external organizations; Resolve problems/situations encountered without assistance

d. Authority to Make Commitments

Financial commitments – none; Professional commitments- as authorized

e. Nature, Level and Purpose of Contacts

Contacts within governmental and non-governmental organizations in Vietnam are important, as are the interpersonal skills necessary to maintain and build those contacts.

f. Supervision Exercised

none

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

1 month