

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 Department of Treasury	3a. POSITION NO. TREAS-A-02
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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: 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	Economic Crimes Program Specialist	10	WDG 	04/14/2010
b. Other				
c. Proposed by Initiating Office	Economic Crimes Program Specialist		WDG	

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 Treasury Office	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.
<div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Employee _____ Date(mm-dd-yy) </div>	<div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) </div>

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.
<div style="display: flex; justify-content: space-between;"> Kevin Whelan 04-14-10 Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	<div style="display: flex; justify-content: space-between;"> Williette D. Gooding 04/14/2010 Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>

13. BASIC FUNCTION OF POSITION

Incumbent of this position will support the U.S. Department of Treasury/Office of Technical Assistance (OTA) regional program and provide technical assistance in development of AML capacity in Vietnam, Cambodia, and Lao PDR. Incumbent of this position will support OTA Advisor in fulfillment of all aspects of work plans developed for each aforementioned country. Such work plans can be expected to include, but are not necessarily limited to: Development of capacity through training of law enforcement officials, regulatory officials, financial intelligence unit staff, and staff of regulated entities; Development of capacity through enhancement of national legal frameworks to include assistance in development of laws, regulations, guidelines, etc; Development of capacity through creation of analytical, administrative, and management processes and implementing procedures and application of appropriate technologies for efficient and effective operation.

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

- Provide high-quality translation and/or review of translated documents, including those of a technical nature.

- Assist in building and maintaining effective professional working interfaces between OTA Advisor and various counterpart organizations and individuals in the cooperating governments.
- Accompany OTA Advisor to meetings and/or other events and providing high-quality interpretation.
- Assist OTA Advisor in design and implementation of projects and other activities described in work plans.
- Perform specific tasks, including independent research on a variety of AML-related topics, within scope of duty and work plans as assigned by OTA Advisor
- In-country and regional travel, as necessary.
- Provide general clerical and administrative support to OTA Advisor.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Bachelor degree in Economics, Law, Finance, Business Administration, or any related field is required.

b. Prior Work Experience

A minimum of 3 years experience in economics or finance is required.

c. Post Entry Training

The incumbent shall be required to self-train on subject matter knowledge using available materials along with the guidance and the assistance of the OTA Advisor. The incumbent is expected to be naturally curious and inquisitive and able to continuously acquire and maintain job-related knowledge outside of a formal training environment. Training in US Embassy administrative systems will be provided as required.

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

- Level 4 English ability (fluent) is required.
- Level 4 Vietnamese ability (fluent) is required.

e. Knowledge

Must have thorough knowledge of macro and micro level financial concepts and with the phenomenon of money laundering, especially in the Southeast Asian region.

Must have in-depth knowledge of the local laws and regulations pertaining to economics and finance. Understanding of the current macro-level financial data and economic and financial development trends.

f. Skills and Abilities

Critical thinking skills, analytical ability, research skills and ability, writing ability, and problem solving ability are all important for success in the position. Ability to work independently and effectively without daily supervision according to general task outlines provided by the OTA is critical. Proficiency in office software systems (e.g. word processing, spreadsheet, e-mail, etc.) is required.

16. POSITION ELEMENTS

a. Supervision Received

Supervision received will be of a general nature received on an as-needed rather than a routine basis. Once a task is assigned by the OTA Advisor, the incumbent is expected to exercise reasonable judgment within the scope of that task and to consult the Advisor when reasonable independent judgment can not be exercised. Additionally, the incumbent is expected to take appropriate steps to pro-actively anticipate, identify and resolve problems that may interfere with timely fulfillment of the task.

b. Available Guidelines

Incumbent is expected to become familiar with and make use of applicable internal USG and Embassy systems, regulations, guidelines, protocols etc, as well as, where appropriate, those of individual and organizational foreign

government counterparts.

c. Exercise of Judgment

The incumbent is expected to exercise reasonable independent judgment that increases commensurate with time and experience in the position.

d. Authority to Make Commitments

The incumbent shall make independent commitments within his/her ability to fulfill those commitments and within the context of assigned tasks and applicable rules, regulations and agreements. The incumbent may make commitments on behalf of the OTA Advisor or the US Treasury only upon prior consultation and concurrence with the OTA Advisor.

e. Nature, Level and Purpose of Contacts

As the incumbent will be the primary interface and conduit for communications between the OTA Advisor and, potentially, high-level foreign government counterparts, it is essential that the incumbent be able to portray the USG, OTA, and the OTA Advisor in a positive and effective light by being informed, knowledgeable, competent, responsive, sensitive, professional, and, where required, discrete.

f. Supervision Exercised

If the engagement is successful and grows, then the incumbent may be expected to exercise supervisory skills and delegate lower level tasks to additional staff.

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

Six months to one year.