

**INTERAGENCY LOC. FULLY EMPLOYED STAFF POSITION DESCRIPTION**

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

1. POST: Hanoi, Vietnam      2. AGENCY: State Department      3a. POSITION NO.: A-200-23

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.       Yes       No      N/A

4. REASON FOR SUBMISSION  
 a. Reclassification of duties: This position replaces  
 Position No. A-200-23\*      Economic Assistant      (Title)      FSN-1505      (Series)      8      (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 Assistant, FSN 1505	9	<i>[Signature]</i>	08-20-08
b. Other BRCC Bangkok	Economic Assistant, FSN-1505	9	JEH	08-18-08
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)      7. NAME OF EMPLOYEE

8. MISSION: U.S. Embassy, Hanoi, Vietnam  
 a. First Subdivision      b. Second Subdivision  
 c. Third Subdivision: Economic Section

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: [Signature]      Date(mm-dd-yy): 08/19/08  
 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.  
 Typed Name and Signature of American Supervisor: Joaquin Monserrate      Date(mm-dd-yy): 08/19/08  
 Typed Name and Signature of Human Resources Officer: Kathryn D. Morgan      Date(mm-dd-yy): 8/20/08

13. BASIC FUNCTION OF POSITION  
 Job holder serves as one of four LES for economic affairs. Her works serves three main purposes: 1) She is the Section expert on very technical, complicated matters involving trade and investment, economic reform, trade remedies including countervailing and anti-dumping measures, energy policy and extractive industries, and Vietnam's foreign economic relations, which ensures a consistent message and that a high level of attention is paid to these issues by the U.S. Embassy despite personnel changes; 2) She is the most active and critical interface between Economic Section officers and the Government of Vietnam on these issues, bridging linguistic and cultural barriers to ensure officers can access and influence their Vietnamese counterpart as needed; 3) She also conducts logistics arrangements for a wider range of visitors.

## 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Act as an expert on trade and investment issues, economic reform, trade remedies including countervailing and anti-dumping measures, energy policy and extractive industries, policies and developments affecting the business climate and opportunities for U.S. investors and exporters, and Vietnam's foreign economic relations. The incumbent is expected to seek out, memorize and provide on demand information about these aspects of Vietnam's economy, including how changes to the legal system may affect it. Maintain a wide range of contacts in the private sector, government ministries, Communist Party organs, staff of international NGOs and other foreign donor group valuable to the Economic Section, and uses them to secure information, access, and dialogue for the Section;	55%
Provide analysis of current events, and give continuity and historical background to the Economic Section on long-term issues;	15%
Draft and/or update several annual reports produced by the U.S Government, getting contributions from her colleagues and compiling them into a finished, polished product. Draft analytical and factual reports on Vietnam's compliance with trade and investment commitments under the Bilateral Investment Treaty and World Trade Organization obligations, applicable trade remedy measures, market access, policies and developments affecting the business climate and opportunities for U.S. investors and exporters, and Vietnam's foreign economic relations. Provide research and inputs for reports on new economic laws and practices for the U.S Government's investment climate, national trade estimates and other end-of-the-year and periodic reports;	20%
Monitor enforcement and regulatory reform on Vietnam's economy; coordinate trade and investment - related training programs and the selection of candidates for these programs; serves and advises U.S. Government teams negotiating a Bilateral Investment Treaty. Also serve as control officer for provincial visits by the Econ Section and the Front Office, and for visiting delegations, putting together visit schedules, arranging meetings, and acting as translator and interpreter. Also does translation and interpretation for routine Embassy visit.	10%

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

## a. Education

Completion of a Bachelor's degree in economics, law, science and technology or business administration is required.

## b. Prior Work Experience

At least five years professional experience in economics, trade and investment, or a related field.

## c. Post Entry Training

Advanced ability to use the full suite of Microsoft Office programs—Outlook, Word, Excel, Access and Power Point – required. FSI Economics course and Trade Agreement Implementation Course are required.

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

Level IV English is required. Level V Vietnamese is required.

## e. Knowledge

The person needs to know well the Missions long-term objectives and to have strong understanding of the Section's priorities, issues of interests or concern. He/she needs an in-depth knowledge of local economic conditions, Vietnamese Government economic policies and its strategies for multilateral cooperation, and trade-related government offices. Knowledge's of statistical methods and economic analysis as well as market economic principles is mandatory. A detailed

understanding of the local business practices, business environment are essential in fulfilling the job, especially when a particular issues/ concern arises. Contacts within governmental and non-governmental organizations in Vietnam are also important, as are the interpersonal skills necessary to maintain and build long-term relationships with those contacts.

He/she must have an advanced knowledge of USG reporting requirements and thorough understanding of the workings and responsibility of various USG agencies in charge of specific issues under his/ her portfolio, as well as U.S. trade and economic policy to Vietnam.

Superior analytical and English language report writing skills are essential.

f. Skills and Abilities

Must have strong word-processing skills. Ability to translate and interpret using the specialized vocabulary of the job description (treaty language, economics, energy sector, investment, development and trade)

16. POSITION ELEMENTS

a. Supervision Received

Under the direct supervision of a direct-hire American Economic Officer.

b. Available Guidelines

None

c. Exercise of Judgment

Employee can adjust the order which they perform their daily work; plan and organize their work over a period of days; amend existing practices; liaise with external organization; and resolve problems/ situation encountered without assistance.

d. Authority to Make Commitments

Professional commitments-as authorized.

e. Nature, Level and Purpose of Contacts

Contacts within government 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

One month.