

INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

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

POST Hanoi, Vietnam	2. AGENCY U.S. Department of State	3a. POSITION NO.
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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	Civil Society/Governance Officer	FP-05	WDG	12-30-08
b. Other				
c. Proposed by Initiating Office	Civil Society/Governance Officer	FP-05		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
MISSION U.S. Embassy, Hanoi	b. Second Subdivision
a. First Subdivision Political Section	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.
Brian Aggeler 12/29/08 _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12-30-08 _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION
See Attached.

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

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
University degree in political science, international relations, sociology, or related field is required.
- b. Prior Work Experience
At least three years professional experience in government, development assistance, or related field is required.
- c. Post Entry Training
None
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level 4 in English is required. Non-native English speakers should provide TOEFL or IBT TOEFL verification of their English scores.
- e. Knowledge
In-depth understanding of U.S. policies, as well as familiarity with procedures for grant applications, funding, and management; familiarity with Vietnam's NGO community.
- f. Skills and Abilities
Strong written and oral communication skills; sound policy judgment;

16. POSITION ELEMENTS

- a. Supervision Received
Reports to the Political Counselor, through the Deputy Political Counselor, who defines overall objectives and priorities. Incumbent is expected, however, to be able to work independently based on a thorough understanding of Embassy and U.S. policy.
- b. Available Guidelines
Guidelines and Directions are consistent with normal Embassy and section procedures.
- c. Exercise of Judgment
Must be able to make informed judgments independently and under tight time constraints. Is expected to exercise poise and tact in dealing with host government officials, members of the NGO community, Embassy colleagues of various agencies, and the Department.
- d. Authority to Make Commitments
Subject to overall Mission authority and guidelines.
- e. Nature, Level and Purpose of Contacts
Develops and maintains extensive contacts with Vietnamese government representatives, members of the international and local NGO community, academics, and third-country diplomats.
- f. Supervision Exercised
Supervises one LES Political Specialist
- g. Time Required to Perform Full Range of Duties after Entry into the Position
One month.

U.S. Embassy Hanoi

Civil Society/ Governance Officer Political Section FP-05

Work Hours: Full-time, 40-hour work week

Basic Function of Position

The position is responsible for reporting and actively engaging on internal politics within Vietnam, with a particular focus on governance, civil society, corruption, and the rule of law. The incumbent develops a wide range of contacts within the government and NGO community, both international and domestic, to further mission priorities, including fostering a more transparent, accountable, and participatory government.

Major Duties and Responsibilities

1. Serve as the Political Section's primary action officer on governance and NGO issues. Coordinate the Embassy's efforts to promote the development of civil society, foster the rule of law, and combat corruption;
2. Analyze and draft reports on key developments in Vietnam's state-society relations, with a particular focus on civil society, rule-or-law, and governance issues;
3. Work with other Embassy officers to supervise projects related to governance and the rule of law;
4. Organize and participate in visits of State Department, Congressional, and staff delegations; and
5. Supervise one of the political section's three locally engaged Political Specialists.