



U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST <b>U.S. Consulate General Ho Chi Minh City</b>		2. AGENCY <b>Department of State</b>		3a. POSITION NO. <b>A70121</b>
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Re-description of duties: This position replaces (Position No.) _____, _____ (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <b>Recruitment</b>				
5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>RSC-EAP-PCD</b>	<b>Administrative Assistant, FSN-105</b>	<b>8</b>		
b. Other				
c. Proposed by Initiating Office				
6. POST TITLE OF POSITION (If different from official title)		7. NAME OF EMPLOYEE <b>Vacant</b>		
8. OFFICE/SECTION <b>Public Affairs Section (PAS)</b>		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of 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-yyyy)		----- Typed Name and Signature of Supervisor      Date (mm-dd-yyyy)		
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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
----- Typed Name and Signature of Section Chief or Agency Head      Date(mm-dd-yyyy)		----- Typed Name and Signature of Admin or Human Resources Officer      Date (mm-dd-yyyy)		
13. BASIC FUNCTION OF POSITION  Under the daily supervision and the overall guidance of the Public Affairs Officer (PAO), the incumbent serves as Administrative Assistant with programmatic, fiscal, administrative and management functions in the Public Affairs Section (PAS) in Ho Chi Minh City and supervises one Admin Clerk. S/he provides program support by managing crucial internal and external relationships, and administering Post's resources, including grants and exchanges, financial procurement and supply, and maintenance management. S/he serves as point of contact with Consulate and PAS Hanoi for both general State and PD-budgeted items and services, handles grant paperwork; develops and monitors budget to ensure that funds are in compliance with public diplomacy grant policies; and works in concert with local partners to arrange administrative and logistical details for exchange participants, speakers, and other DOS-funded visitors. S/he assists at public outreach events including concerts and seminars and work closely with the Admin Clerk to provides administrative support for the PAS, including EducationUSA.				

**1. Support for PAS programs and activities (25%)**

- Nurtures and maintains crucial working relationships with host country government officials to facilitate permissions which are critical for all PAS programs outside of PAS offices.
- Nurtures and maintains crucial working relationships with cultural and educational institutions to promote partnerships and obtain use of venues.
- Makes recommendations PAO/CAO/IO about guest lists for receptions/functions.
- Assists at public outreach events, including concerts, workshop, and seminars.
- Works with PAS colleagues to coordinate alumni outreach, including correspondence with alumni and logistical planning of alumni events.
- Identifies, maintains relationships with and negotiates with suppliers, vendors, caterers, travel agencies, and other service providers to ensure that services are performed effectively and at lowest cost to USG for all PAS programs.
- Obtains bids for major purchases and makes recommendations to the PAO; prepares purchase orders, contracts and grants for approval of the PAO and Consulate Contracting Officer. Represents USG interests in contract with hotels, catering services, equipment purchases, and similar negotiations.
- Controls PAS procurement system under the guidance of the General Services Officer (GSO), preparing and forwarding orders and reports on general services, GSA requisitions and contracting to relevant administrative sections.
- Monitors maintenance and service contracts and Non-Personnel Services contracts to ensure that requested services are provided and payment is made in a timely manner. Manages and coordinates with local and overseas vendors and provides information about procurement processes.
- Keeps track of incoming and outgoing shipments/gifts of educational materials and PAS equipment. Maintains inventory records of Post properties.
- Functions as PAS Purchase card holder with the single transaction limit of \$3,500, ensuring all purchases are for official use and submitted timely in Ariba, maintaining monthly buying logs and supporting documents, reconciling and signing Statement of Account within 5 working days from availability online, and working with vendors to resolve potential disputes and track disputes, if any, on future statements.
- Makes travel, lodging and other logistical arrangements, including preparing grant agreements, for visits by USG-funded speakers, artists and performers.
- Works with hotels, educational institutions, and performance venues connected with PAS programs to address issues (permissions, logistics, administrative procedures, misunderstanding of contracts, etc.).
- Arranges all travel-related activities; makes travel arrangements for the PAO, CAO, IO and PAS FSNs; advises staff on relevant USG regulations and travel allowances. Prepares travel orders and advances for authorized travel as well as travel vouchers for reimbursement.
- May serve as a translator for PAS programs.

**2. Implementation and monitoring of financial transactions of Public Affairs Sections (25%)**

- Manages, and advises PAO in use of, seven or more allotments (regular allotment, irregular allotment, end-of-year funds, ECA, Education Recycling fund, , American Spaces Support Funds, representational funds), especially regarding availability and proper use of section funds.
- Serves as primary point of contact:
  - For PAO, CAO, IO and PAS LES staff on procedures and interpretation of policies concerning services
  - For grantees regarding their stipends/honoraria
  - For Post's Budget & Fiscal (B&F) section in U.S. Embassy in Hanoi
- Assures financial correctness and propriety of travel authorizations and purchase order requests.
- Effectively manages price/currency fluctuations.
- Assists PAO, CAO and Cultural Affairs Assistant to ensure that funds disbursed through the Ambassador's Fund for Cultural Preservation are in compliance with regulations.
- Maintains appropriate records and keep track of obligations against all the allotments for fund controls.

**3. Design of annual and quarterly budgets (15%)**

- Drafts \$300,000 administrative budget for PAS programs, including speakers and cultural events. Sends annual budget submission and develops a quarterly financial plan.
- Receives budget figures from Bureau of East Asian and Pacific Affairs (EAP) Public Diplomacy and keeps cuff records of Post's expenditures in areas of travel, representation, local purchases and supplies, for fund controls.
- Provides cost/benefit analysis, makes cost estimates and develops procedures for improving the financial control of all operations.
- Reconciles accounts and obligations with Embassy Financial Management office

#### 4. Personnel procedures and supervision (10%)

- Works closely with HR to clarify procedures and regulations for the PAS FSN staff.
- Provides orientation for new employees on office procedures and administration issues; coordinates and delivers training sessions on Consulate policies and regulations.
- Provides assistance and advice to PAO on HR issues.
- Provides management continuity, particularly during changeover of American Management personnel.
- Supervises and coaches Admin Clerk, when necessary, through planning and getting progress update on his/her workdays and activities.

#### 5. Grant Officer Representative (25%)

The incumbent serves Grant Officer Representative. S/he will advertise, administer, publicize, and manage, but not limited to, Public Diplomacy grants competition when funds are available. S/he will manage administration of the federal assistance award cycle from Pre-Award to Close-Out, including drafting Notice Of Funding Opportunity, reviewing proposals and budget narratives, conducting risk assessment and monitoring plan to mitigate any identified risks, liaising with grantees to inform them of rules and procedures, monitoring award activities, and evaluate program performance and financial reports to ensure compliance with the assistance award terms and conditions. S/he will ensure prompt and thorough grantee financial documentation, and proper program implementation per the grant agreement.

*\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education:**  
A bachelor's degree in Business Administration, Financial Management, Organizational Management, Accounting, Public Administration or local equivalent is required.
- Prior Work Experience:**  
A minimum of three years' experience of progressively responsible experience in a major organization in budget, accounting, business administration, financial management, organizational management, public administration, project management, or grants management work is required.
- Post Entry Training:**  
Incumbent should gain familiarity with USG regulations on budget, procurement, travel, personnel, property and other administrative procedures in the FAM. Incumbent must take the following courses:  
  
PY331 Managing Public Diplomacy resource at Post  
GFS50 Basics of time and attendance for overseas staff  
PA496 Locally employed staff performance management and evaluation  
PK198 Travel policy  
PK199 Travel arranger  
  
PA297 Purchase Card Self-certification  
PA287 Purchase Card Basics  
PA288 Purchase Card Advanced  
PA442 Shipping for procurement professionals  
PA229 Simplified acquisition procedures  
PY472 Federal assistance: Pre-award  
PY474 Federal assistance: Award  
PY476 Federal assistance: Post-award  
PY478 Federal assistance: Pre-award  
PY260: Federal Assistance Management
- Language Proficiency:** List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read).  
Level 4 (Fluent) Speaking/Reading/Writing English is required. Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

- e. Job Knowledge:  
The incumbent must possess extensive working knowledge of GVN protocol and procedures and a thorough understanding of the social mores in both the U.S. and Vietnam, knowledge of the structure of U.S. embassies and consulates. In line with program responsibilities, the incumbent must also have comprehensive understanding of Vietnam's education system, cultural institutions, libraries, etc.
- f. Skills and Abilities:  
The incumbent must possess outstanding skills in office management, customer service, negotiation, multi-tasking, management of competing priorities, coordination of simultaneous activities, prioritization, and independent problem-solving. S/he must be able to anticipate problems (interpersonal, intercultural, and logistical) and resolve them effectively; and also possess excellent budget management and IT skills. The incumbent must produce work products that are timely, accurate and conducted in such a way that they reflect and increase the prestige of Consulate General.

16. POSITION ELEMENTS :

- a. Supervision Received:  
Receives direct supervision from/Daily consultation with the Public Affairs Officer.
- b. Supervision Exercised:  
Supervises one Administrative Clerk.
- c. Available Guidelines:  
FAM, Agency Handbooks, Ask Admin
- d. Exercise of Judgment:  
The incumbent must use considerable judgment in drafting the annual (\$300,000) and quarterly PAS budgets. S/he must make thoughtful recommendations about how to spend sudden disbursements of up to \$30,000 in end-of-year funds. Gives PAO input on hiring decisions when recruiting other PAS LES staff. Plans own (and Admin clerk's) workday and activities up to three months in advance. Must comparison-shop, negotiate, and choose prudently in selecting suppliers and vendors. Must act independently and creatively to quickly and effectively resolve last-minute logistical snags involving program objectives.
- e. Authority to Make Commitments:  
Make preliminary commitments for purchase of goods and services in keeping with established policies, regulations and practices. Subject to concurrence, makes appointments for PAO/CAO/ Information Officer (IO) Makes necessary decisions to organize a reception/function, including those regarding guest lists, venues and catering. Decides which items to buy for PAS stationery and/or specialized equipment.
- f. Nature, Level, and Purpose of Contacts:  
Consulate contacts include PAO/ CAO/IO (in Hanoi and HCMC), FMO, MGMT Counselor, HRO, NIV Chief, Front Office OMS, and Consulate Contracting Officer. Serves as POC for OIG teams visiting PAS. External contacts include External Relations Office, university rectors, editors at book publishing companies, directors of sales at hotels and supply companies, etc.
- g. Time Expected to Reach Full Performance Level:  
One year.