



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number
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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. Redescription of duties: This position replaces
 (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____

b. New Position

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
a. Post Classification Authority Post HR Office	Public Affairs Assistant, FSN-6002-08(D)	08(D)		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) N/A	7. Name of Employee Vacant
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8. Office/Section Public Affairs Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date(mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date(mm-dd-yyyy)
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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. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date(mm-dd-yyyy)	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. _____ Printed Name of Management or Human Resources Officer _____ Signature of Management or Human Resources Officer Date(mm-dd-yyyy)
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13. Basic Function Of Position - **This is a DEVELOPMENTAL POSITION DESCRIPTION established at the FSN-08 level. Incumbent's promotion to the full performance level, FSN-09, will be contingent upon funding availability and 52 weeks of fully satisfactory performance.**

The Public Affairs Assistant is directly responsible to the Public Affairs Officer. Incumbent carries out the full range of public affairs activities to include managing programs and events, media relations and information management.

14. Major Duties And Responsibilities _____ % of Time

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

A Bachelor's Degree is required in Journalism, Communications, Marketing, Advertising, Public Relations, History, Education, Political Science, Sociology, Psychology, Economics or English.

b. Prior Work Experience

Five to Seven years experience in public relations, marketing or media relations is required.

c. Post Entry Training

Cyber Security Awareness, Public Diplomacy basic and advance course, FSN Employee Information /Media Program Training, Website Management and Design and Embassy Internet website workshop for the Content Management System (CMS) (Web GUI 7.4)

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level IV (Fluent) Speaking/Reading/Writing English is required. Fluency (Speaking/Reading/Writing) in Spanish will be an asset.

e. Job Knowledge

Knowledge of the mandate of the State Department; social /political/economic/legal/educational/information (media) structures of Belize; differences and similarities between U.S. and local culture and procedures. Understanding of local customs and effective means of communications. Knowledge of the uses of social media and public diplomacy outreach methods.

f. Skills and Abilities

Must have strong writing skills and the ability to produce concise, organized written reporting on a timely basis; strong organizational and planning skills are required to carry out the full range of activities; excellent personal/interpersonal skills are essential for dealing with a wide range of audiences. Good working knowledge of MS Word, Excel, Access, PowerPoint, Publisher, and Adobe Professional are necessary. Working knowledge of video, still photography and internet-based web updating essential.

16. Position Element

a. Supervision Received

Works under the direct supervision of the Public Affairs Officer.

b. Supervision Exercised

None

c. Available Guidelines

State FAM

d. Exercise of Judgment

Incumbent must exercise professional judgment in determining the best ways to carry out public affairs activities. Must be able to work independently under the guidance of the supervisor and display tactfulness, initiative and courtesy when dealing with contacts and other Embassy colleagues.

e. Authority To Make Commitments

Incumbent performs routine planning and scheduling.

f. Nature, Level, and Purpose of Contacts

Incumbent will make contact with public and private sector personnel in government, private, media, educations and cultural areas to include senior government officials, as well as members of the general public, as necessary.

g. Time Expected to Reach Full Performance Level

One Year.

14. Major Duties And Responsibilities (Continue)

Programs and Events TIME

30% OF THE

Promote public diplomacy programs. Assist with the organization and administration of public diplomacy programs including events such as Black History Month, Woman of the Year, and Earth Day. Occasional public speaking is required. Prepare introductory remarks for PD events, to include speech writing responsibilities for some of these events. With section guidance, manage cultural affairs programs and exchanges including I-Bucks Speakers, International Visitors Program, and the Ambassador's Fund for Cultural Preservation. Develop and maintain contacts with and support of local cultural and educational organizations. Liaise with private and public sector groups to plan events and activities. Research and plan events which promote USG activities, policy, and objectives.

Media TIME

30% OF THE

Maintain regular contact with local radio, TV, and print media; disseminate press releases; furnish media requested information. Coordinate interviews with media for Embassy personnel and assist in interview preparations. Produce press releases and media advisories, as requested. Liaise with local media to prepare and coordinate media coverage for Embassy events.

Information Management TIME

40% OF THE

Incumbent acts as the Embassy's Webmaster and maintains the website, using reference material and photos from public affairs activities to keep the website up-to-date at all times. Also makes recommendations for improving usability of the site. Assists other Mission sections and agencies with proper placement and changes to the site. Implements requests from the Department for additions and changes to the website content. Develops and maintains social networking presence for Mission. Coordinates all Mission Activity Tracker entries and manages reporting of section's activities. Performs other duties as assigned.