



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 (D)
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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) New Incumbent (Developmental Level)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Political/Economic Assistant			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) Political/Economic Assistant	7. Name of Employee Vacant
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8. Office/Section Political/Economic/Commercial Section	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="text-align:center;">Vacant</div> <hr/> <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. <hr/> <small>Typed Name and Signature of Supervisor Date(mm-dd-yy)</small>
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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. <hr/> <small>Typed Name and Signature of Acting Section Chief or Agency Head Date(mm-dd-yy)</small>	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="text-align:center;">Sharon K. Featherstone</div> <hr/> <small>Typed Name and Signature of Management or Human Resources Officer Date(mm-dd-yy)</small>
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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 fully satisfactory performance.

Gathers information and draft reports on economic, commercial, labor, and political developments in Belize. Promote U.S. trade objectives and facilitates marketing of U.S. products. Compile a quarterly report on environmental issues in Belize. Establish and maintain contact with appropriate representatives of the public and private sectors, labor unions, and non-governmental organizations in support of these functions.

14. Major Duties And Responsibilities _____ % OF TIME

(See attached sheet)

15. Qualifications Required For Effective Performance

a. Education:

Possession of a Bachelor's Degree in Economics or Political Science, International Affairs, or another closely related field is required.

b. Prior Work Experience:

5 years of progressively responsible experience in the field of economics, political science or another closely related field are required.

c. Post Entry Training:

Complete the Commercial Tradecraft course, the Political and Economic Tradecraft Courses and the Trade Agreement Implementation training.

d. Language Proficiency:

Level IV (fluent) in English ability.

e. Knowledge:

A sound understanding of Belize's economic and political situation, as well as familiarity with local business practices, marketing channels, local laws and regulations, and Government policies relating to business and the economy. A good understanding of USG programs and USG trade policy objectives is required before accession to the fully qualified level.

f. Skills and Abilities:

Ability to work well with others and to communicate clearly both orally and in writing. Ability to develop and maintain working level contacts with Government of Belize and private officials, with particular emphasis on local firms. Ability to obtain and evaluate data, to prepare accurate and precise reports.

16. Position Element

a. Supervision Received:

The FS Political/Economic Officer supervises 80 percent of the positional responsibilities and is responsible for writing employee

evaluations. The Political Officer supervises 20 percent of the positional responsibilities for input for the employee evaluation.

b. Supervision Exercised:

None.

c. Available Guidelines:

US and FSN Operations Manual, FAM 10, Commercial Tradecraft course, FSI.

d. Exercise of Judgment:

Makes major decisions regarding plans for trade promotion and shows and level and types of appointments for visiting investors and businessmen.

e. Authority To Make Commitments:

No authority to make monetary commitments except as authorized in writing for specific representational or trade promotion expenses.

f. Nature, Level, and Purpose of Contacts:

Maintains mid-level commercial/financial/political and economic contacts for performance of job.

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

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One year.

14. MAJOR DUTIES AND RESPONSIBILITIES:

Economic Reporting

30 % OF TIME

Obtain information from a variety of published and unpublished sources and prepare factual and comprehensive analytical reports. Obtain and process economic, trade, and demographic data and make written contributions to major economic papers such as the Country Commercial Guide and Trade Estimates. Prepare the annual reports on the Caribbean Basin Economic Recovery Act and Investment Disputes and Expropriation Claims. Monitor and report on USG financed projects (OPIC, Ex-Im, etc.). Maintain extensive contacts necessary to carry out publications and draft cables.

Commercial:

15% of time

Obtain information from a variety of published and unpublished sources to respond to Department of Commerce needs, e.g., Blue Lantern. Perform legal research at the General Registry and the offices of the Registrar of International Business Companies on company registrations, ownership, and land titles. Handle trade and business complaints. Maintain contacts with key leaders in business and government. Answer all inquiries on subjects such as customs, telecommunications, land, labor, transportation, civil aviation, housing, agriculture, fishing, tourism, and general conditions in Belize. Maintain computer and document files on Belizean businesses, industrial sectors, and commercial entities.

Political and Labor Developments:

30% of time

Perform research on political and labor issues. Attend public meetings and keep abreast of, and draft cables on, current local and international events, e.g. Belize/Guatemala Border Dispute. Monitor and draft cables on municipal and general elections. Maintain political and labor contacts. Provide information on human rights matters in Belize. Assist with maintenance of biographic files. Update Background Notes.

Trade:

20% of time

Liaison with public and private sector representatives on issues related to global trade liberalization, e.g. Free Trade Areas of the Americas, World Trade Organization, and CARICOM Single Market Economy.

Environmental Issues:

5% of time

Prepare quarterly report on environmental issues in Belize, e.g. Mesoamerican Barrier Reef System Project, Mesoamerican Biological

Corridor Project, and Chalillo Hydro-project. Liaison with local fisheries officials to ensure that Belize is Turtle Excluder Device-compliant.

Incumbent is the designated Floor Warden, responsible for the Econ/Pol/Com Section as it relates to fire evacuation plan/fire and bomb threat.