

**INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION**

This document is used for regulatory purposes relating to the appointment and payment of public funds. False or misleading statements may constitute violations of such regulations. Prepare according to instructions from the Supervisor's Field Guide for Supervisors of Locally Employed Staff, Chapter 2 (3 FAH-2 H-440).

1. Post U.S. Embassy Kampala	2. Agency Department of State	3a. OPS Job Code H44381			
3b. Post Job Number 101771/ K0060113		3c. Subject to Identical Position? If yes, provide total position number and list all additional post job number(s) in 3d. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
3d. Total Number of Positions 3		Identical Additional Post Job Numbers 101779/K0061183 & 101752/K0060495			
4. Post Position Title or Working Title (if different from official title) Consular Assistant					
5. Reason for Submission <input type="checkbox"/> New position <input type="checkbox"/> Implementation of SJD/FJD <input type="checkbox"/> Recertification of position description <input type="checkbox"/> Significant changes to existing position <input checked="" type="checkbox"/> Reorganization or reprogram of existing vacant position to position with different official title or occupational series - <i>provide OPS position Number and OPS Job Code for existing vacant position</i> Visa Assistant K0060495					
6. Organizational Design					
6a. Office/section Consular Section			6b. First Subdivision		
6c. Second Subdivision			6d. Third Subdivision		
7. Certifications/Signatures					
7a. Employee	I acknowledge receipt of this description of my position duties and responsibilities.	<input type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
7b. Supervisor	I certify that this is an accurate description of the duties and responsibilities of this position.	<input type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
7c. Section Chief/ Agency Head	I certify that this is an accurate description of this position and there is a valid management need for this position.	<input type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
7d. HR Officer/ Mgmt. Officer	I certify that this is an accurate description of this position.	<input type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
8. Classification Action and Certification - I certify that this position has been classified within established standards.					
8a. Classification Center AFRCC	Official Title Consular Assistant	Job Series 1405	Grade FSN-07	Approver Name	Date Approved 8/16/2022
8b. GTM/OE	Official Title	Job Series	Grade	GTM/OE Name	Date Approved

8c. Recertification Reason	RCC/Approver Name	Initials/Date

9. Post PD Review	Initials/Date	Initials/Date	Initials/Date	Initials/Date	Initials/Date
9a. Employee					
9b. Supervisor					
9c. HR/Mgmt. Officer					

10. Job Overview

The position is one of seven local staff positions in the 12- person consular section and reports directly to the Deputy Consular Chief. The Consular Assistant performs a broad range of services including drafting correspondence and managing the applicant appointment calendar to support citizenship and visa processing and serves as the consular cashier.

10a. Direct Supervisor of Position:

Supervised by the Deputy Consular Chief

10b. Position Directly Supervises:

None

10c. Indicate if the position has authority to obligate funds:

No

10d. Provide security access determination level, if required:

N/A

11. Major Duties and Responsibilities (Include % of time spent for each duty, percentage totals must equal 100%):

Case Processing - 60%

Manage the applicant appointment calendar and gate entry list for services

Review incoming applications for completeness, performs data entry and verification, and prepares cases for officer adjudication. Print approved cases and ensure that controlled items are handled in accordance with accountability procedures. Lead document collection and passback services to applicants and relevant government agencies.

Manage responses to public inquiries related to visa issues and consular operations.

Assist with validation studies on applicant travel patterns and overstay issues.

Serve as translator during adjudications when required.

Cashier - 20%

Serve as one of three consular sub-cashiers. Responsible for accurate collection and safeguarding of consular fees and maintaining cashier accountability records.

Administrative Support- 20%

Manage the Section's time and attendance records. Manage the Section's procurement of expendable items and inventory of equipment, gratuities, and outreach materials.

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.

Minimum Qualification Requirements

12. Knowledge

12a. Pre-hire (*Operational*)

Incumbent must have good understanding of host country laws and authorities on migratory trends, demographics and border controls.

12b. Post-hire (*Organizational*)

Must have good knowledge of U.S. immigration law and procedures. Must have good knowledge of the Foreign Affairs Manual, Immigration and Nationality Act, Department of State Cables, Consular Section Standard Operating Procedures (SOPs).

13. Education

Completion of two years college or university studies is required.

14. Licensing/Certifications/Training

Incumbent will receive training for all consular operations and the processing of visas and passports. Incumbent must take FSI Distance Learning courses. Participation in internal training and conferences is expected. The incumbent must quickly acquire knowledge of immigration law as it pertains to visa eligibility and ineligibilities. Specific Courses: PC102NIV Nonimmigrant Visas for Local Staff, PC102IV Immigrant Visas for Local Staff, PC419 Collection Consular Fees: Training for the Consular Cashier, PC 542 Fraud Prevention for Locally Employed Staff, and PC441 Passport Data Security Awareness

15. Work Experience

15a. Nonsupervisory:

A minimum of two years of work experience in an office and public service environment is required.

15b. Supervisory:

None

16. Language Proficiency - List English and other host country language(s) proficiency requirements by level (1-5) for speaking, reading, and writing.

English:

Level 4 - Fluent; written/spoken, including the ability to translate

Host-Country Language: Either Luganda, Swahili, Acholi or Dinka is required

Level 3 - Good working knowledge; written & spoken

Host-Country Language:

Host-Country Language:

Host-Country Language:

17. Pre-hire Skills and Abilities

- a. Proficiency with Microsoft Office suite is required. Strong interpersonal skills to work collaboratively with a team is required. Fast and accurate data entry required; ability to read, interpret, and act accordingly to complex regulations and instructions; work independently; exercise tact in dealing with the public; work under continuous pressure; exercise good judgement in referring cases to officers; and write clear and concise correspondence is required. Ability to use local resources to research legislation and policy, and to produce written information handouts for visa applicants is required.

18. Post-hire Skills and Abilities

Working knowledge of consular systems; enhanced skills to identify visa and document fraud; and improved familiarity with local fraud trends is required.

19. Special Work Environment & Conditions

None

20. Post PD Review Notes (*FOR HR USE ONLY*)



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INSTRUCTIONS FOR COMPLETION**

1. Post – Please type the post name.
2. Agency – Please type the agency name.
3. This section deals with the numbers found in OPS, on the individual employee's document and internal management of identical additional positions. It is an important internal control for position management.
- 3a. OPS Job Code: This number is generated by the OPS System and is linked with the MClass system. This block will be completed by the Post HR Office for existing positions or by checking on MClass for new positions once positions are classified.
- 3b. Post Job Number: This column should contain the OPS assigned position number or post position number recorded in MClass.
- 3c. Please indicate if the classification will be assigned to multiple (identical additional "IA") positions.
- 3d. Total number of identical positions - Please state the total position numbers that are assigned to the position's MClass record. Identical post job numbers should be listed in this section. If space is insufficient to list all identical post job numbers, please provide details in the organizational chart.
4. Post Position Title - This is used when the official position title in MClass differs from the more common title found in the host country. If there is no position working title, please leave this blank. The position working title will also appear in OPS.
5. Reason for Submission - please select the appropriate reason for submission. Please provide additional information when prompted.
6. Organizational Design - listing the office, section, and unit where the position is located.
7. Certifications/Signatures - Since this document is used for regulatory purposes relating to the payment of public funds, each stakeholder is required to acknowledge or certify, and sign.
8. Classification Action and Certification - This is completed by the RCC annotating the Official Title, Job Series and Grade of the position. The date is the date that the position was either approved or recertified in the MClass system. When there is a formal appeal of the classification performed by the RCC, the final decision from GTM/OE and/or USAID will be annotated here with name/initials.
- 8c. PD Recertification - Post to provide reason (e.g., PD is more than 5 years but still valid, or some changes reflected in the PD are not significant for reclassification). RCC provides the recertification official and date upon updating/uploading the revised PD in the MClass.
9. Position Description Review - This section documents the local reviews/updates performed at the Post level that are not sent to the RCCs. Refer to the most updated policy aid or contact respective RCC for additional clarification on minor changes at Post Any change to a PD must be reviewed by the employee, supervisor and Management Official (see 7 for explanation for Management Official).
10. Job Overview - This is a brief statement explaining the overall purpose of the position. This statement will appear in the vacancy announcement when the position is advertised. It should be concise, no more than 2 paragraphs, and be in plain language that can easily be understood by internal and external applicants.
- 10a. Direct Supervisor of Position: This a brief statement explaining who the direct supervisor of the position is; the level of oversight that will be used and how the work will be reviewed.



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- 10b. Position directly supervises - When applicable, provide a brief statement regarding whom the position will supervise. Please explain how that will be done. For example, will provide daily guidance, approve/disapprove leave, take part in hiring decisions; provide recommendations to disciplinary actions, counsel employees and be the rater for performance reviews.
- 10c. Authority to obligate funds. If the position will have the authority to obligate funds, please select yes. If not, select no.
- 10d. No choice is needed here for LE Staff position as a local security certification is the default security access requirement for LE Staff position. If there is a reason requiring a higher security access determination, please consult with the Post Regional Security Officer and the Office Personnel Management's Position Designation Automated Tool (PDT), and subsequently indicate the appropriate level required by selecting one of the drop-down options.
11. Major Duties and Responsibilities. Do not enter the phrase "see attached" and do not attach any documents. Similar to the PDF or Word version of this form, the space will expand. When using the My Data form, begin typing here. When printing, check the box "print addendum" on the print screen so that all the data entered will print as an addendum.

Describe the regular and recurring work that will be required of the incumbent. Include duties that are performed 10% or more of the total work time (i.e., 4 or more hours per week). Start with the most important requirement or the largest percentage of time. Please group similar duties together. For each duty or group of tasks, describe the work to be performed, including methodologies and technologies.

For all agencies except USAID: The following statement should be included on every PD, at the end of Section 11, to address the issue of "other duties as assigned". No percentage of time is allocated to this statement.

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."

Minimum Qualification Requirements: These requirements must reflect the minimum knowledge, skills and abilities (KSAs) required to successfully fulfill the duties at the full performance level. These will not necessarily be the KSAs of the current or previous incumbent. All requirements must state "is required" or "must." The words "desired" or "preferred" are not to be used.

Some of the categories are split into pre-hire and post-hire levels. Pre-hire levels are those KSAs that the applicant is expected to already have before coming to work for the US government. Post-hire levels take into account the knowledge, skills and abilities that can only be obtained after being hired. Both pre-hire and post-hire levels are used during classification; however, only pre-hire levels are used during recruitment.

12. Knowledge is the theoretical or practical understanding of a subject, which includes the necessary information, subjects, and topics that should be known to successfully fulfill the duties.
- 12a. Pre-hire (Operational): This covers knowledge of the external environment or standard practices in the host country. This may be political, legal, occupational safety practices, accounting standards, building practices, and/or the business environment.
- 12b. Post hire (Organizational): This covers knowledge of US government workings and structure. Consider requirements to understand internal procedures, agency and USG regulations, policy, purpose of organization and its staff.
13. Education: List the minimum education level required for effective performance. For post-secondary education (i.e., university degree, master's degree and PhD), you must list a field of study that is directly related to the duties and responsibilities of the position. No more than five specific fields of study should be listed.



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14. **Licensing/Certifications/Training:** This is the mandatory licensing, certifications or training that is required to reach effective performance within a reasonable period of time. Some licensing or certification are required at the point of hire, such as valid driver license, technical or specialist certification (technical, medical), others would be obtained during employment such as Overseas Personnel System training, Smith System Safe Driver training, Contracting Officer's Representative training, Grants Officer Representative training, basic consular training. Do not include training that is required of all employees, such as new employee orientation, cybersecurity, etc.
15. **Work Experience:** What experience does the incumbent need to successfully perform the duties and responsibilities of the position? State the minimum amount of time in months or years required. Do not cite a range of years (3-5 years of experience) or use progressive experience. Instead, list the minimum number of months or years (e.g., minimum of 6 months experience, or minimum of 4 years of experience.).
 - 15a. **Nonsupervisory:** Please list the minimum experience needed to effectively perform the non-supervisory duties and responsibilities of the position.
 - 15b. **Supervisory:** List the amount and type of previous supervisory experience required to successfully perform the supervisory duties of the position. The supervisory experience should be part of the total years of experience such as minimum four years of experience, of which at least one year is in supervisory role. Please note that if a position supervises less than three employees, best practice is not to require supervisory experience in order not to exclude first time supervisors.
16. **Language Proficiency:** Indicate the degree of proficiency in a language or languages required for performance of the duties of the position. State the minimum level for reading, speaking, and writing. The proficiency should be consistent with the communication requirements needed to perform the duties and responsibilities of the position." See OE policy "Pre-Employment English Language and Other Testing".
17. **Pre-hire Skills and Abilities:** List skills & abilities that a candidate needs to have to be hired into the position, e.g., interview for HR Recruiter, presentation & public speaking for trainer, counseling for supervisor, drafting building plans for architect, interpersonal for CLO, etc.
18. **Post-hire Skills and Abilities:** List any additional skills and abilities that can be built during employment, e.g., data analysis, communication with diverse audiences, federal fund management, etc.
19. **Special Work Environment or Conditions:** Use this space if the position is subject to a special work environment or conditions, such as if the position is required to travel significantly (25% or more), or if position is expected to be on-call/standby. All special work environment or conditions must be consistent with local law.
20. **Post PD Review Notes. FOR HR USE ONLY.** Please use the space to annotate changes made to the PD during Post PD Review.

Full Performance Level: Below is a guideline for the typical period of time a new employee would need to reach full performance level. This should not be confused with a training grade or the probationary period.

Grades 1-3 – Three months
Grades 4-6 – Six months
Grades 7-9 – Nine months
Grades 10-12 – One year