



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Kampala	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 If yes, please provide position number:

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 (mm-dd-yyyy)
a. Post Classification Authority	Administrative/Rover Clerk, FSN-105	6		
b. Other	Office Management Assistant, 120	FSN-6/FP-8	AFRC:jam	07-11-2018
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Administrative Assistant (WAE)	7. Name of Employee
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8. Office/Section Management Section	a. First Subdivision Human Resource Office
b. Second Subdivision	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.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature <div style="border: 1px solid black; width: 200px; height: 20px;"></div>	Supervisor Signature <div style="border: 1px solid black; width: 200px; height: 20px;"></div>
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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.	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 Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature <div style="border: 1px solid black; width: 200px; height: 20px;"></div>	Admin or HR Officer Signature <div style="border: 1px solid black; width: 200px; height: 20px;"></div>
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13. Basic Function Of Position
 Provides full administrative and clerical support to all Embassy sections including filling in for all direct hire/EFM Office Management Specialists during temporary absences/periods of short staffing. Incumbent shall assist in managing special projects including COTELs and POTUS' and escort pouch when required. Incumbent shall work on temporary basis and supervised by the Management Officer.

14. Major Duties and Responsibilities _____ % of Time

ADMINISTRATIVE DUTIES:
 Coordinates unclassified documents from drafts as well as routine telegrams and outgoing correspondence, with special attention to grammar syntax and spelling. Reviews, distributes and files incoming official communications and assorted correspondence. Receives and screens telephone calls, visitors, and responds to requests for information, schedules and confirms appointments. Typing a variety of documents, placing official calls, screening calls and visitors referring onward as needed, maintaining contacts lists, office files, and office calendar. Gathers information for management meetings and reports. Ensures that all action cables and correspondence are answered. Performs other administrative duties as needed.

50% (See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of secondary (high) school is required.

b. Prior Work Experience

Minimum of 2 years of administrative or secretarial experience is required.

c. Post Entry Training

PSS32-SMART messaging system operation (2 hours within 90 days); PA473-e2 travel arranger/submitter training/eCountry clearance (30 minutes); PK207-Files and Record Management (classroom-1 day, online-2 hours) required.

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

Level III (good working knowledge) reading/speaking/writing in English is required.

e. Job Knowledge

Knowledge of correspondence procedures and general customer service is required. Knowledge of office protocol matters, logistics and related office requirements is required. Proper and efficient secretarial and office management procedures as practiced by the U.S. Mission Uganda is required.

f. Skills and Abilities

Typing level II (40wpm) is required. Basic knowledge of Microsoft Office, Outlook and Internet is required. Ability to work flexible hours is required. Must be tactful, possess good judgment and be able to communicate with employees at all levels. Ability to accurately proofread written material to eliminate errors, well-organized, ability to meet deadlines and to work in a multi-tasking environment is required. Must be eligible to obtain a secret clearance. Basic numerical skill required.

16. Position Element

a. Supervision Received

Supervised by the Management Officer. Receives work guidance from Agencies' Head when performing assigned duties to the offices.

b. Supervision Exercised

None

c. Available Guidelines

Relevant FAM, FAH, Mission policies and guidelines. Management cables, directives, precedent files on specific subject matters. Supervisor's instructions and on-the-job training for special projects.

d. Exercise of Judgment

Must properly prioritize functional duties with requests for routine or urgent actions. Must exercise sound judgment in solving administrative problems and making related decisions.

e. Authority to Make Commitments

None, unless as directed by the supervisor.

f. Nature, Level, and Purpose of Contacts

Daily contacts with US and LES employees. Incumbent shall assist in managing special projects including COTELs and POTUS' and escort pouch when required. This will necessitate the incumbent to communicate with non-USG Personnel for preparation purposes.

g. Time Expected to Reach Full Performance Level

6 months.