ADMINISTRATIVE ASSISTANT FSN-7/FP-7 (MGT) VACANCY ANNOUNCEMENT 18/01/01

MAJOR DUTIES AND RESPONSIBILITIES

25% of time: Gatekeeper Functions

Manages the flow of people in and out of the MGT/C's office. This includes greeting internal and external guests. Answers and places calls for the MGT/C. Sends and responds to emails on behalf of the MGT/C. Escorts visitors, including placing visitor access requests as needed.

15% of time: Manages External Correspondence

Serves as primary lead for diplomatic correspondence. Responsible for logging and tracking all diplomatic correspondence to and from all sections in the Embassy. Provides unofficial translations upon request. Sorts, safeguards, and prioritizes incoming correspondence and cable traffic – alerting responsible parties to action and following up to ensure completion.

15% of time: Manages Scheduling for Management Section

Serves as primary keeper of the MGT/C's schedule. Serves as MGT section timekeeper. Hosts the leave schedule for all MGT section officers. Maintains master schedule for major projects, including but not limited to 4^{th} of July.

15% of time: Logistics Support

Coordinates arrangements for conferences, meetings, VIP visits, and special functions involving the MGT/C and/or management unit chiefs. This includes arrangements for Motorpool, room bookings, restaurant reservations, etc. Will draft BCLs, Scenarios, etc. as needed for MGT/C and MGT unit chief events. Serves as primary POC for MGT visitors; processes eCCs for MGT section. Serves as travel arranger for the MGT section.

15% of time: Representational Support

Serves as MGT lead for the Embassy Contacts database. Prepares MGT/C for all representational events he/she will be attending by – preparing bios on relevant guests; confirming MGT/C's attendance; drafting BCLs and Scenarios for the MGT/C's participation as needed with input from relevant unit chiefs. Attends representational events as needed to manage contacts and staff the MGT/C. Serves as LE Staff coordinator for 4th of July fundraising.

10% of time: Reporting and Accountability

Grant reporting for FDR. Tracks Embassy annual reporting requirements for travel & gifts. Lead for Post Profiles- responsible for tasking out discrete elements to relevant units and consolidating collected information. Maintains emergency contact information and laminated cards. Primary POC for Front Office taskers. Create weekly list of duty officers for all sections and agencies; eCC visitors report; and MGT phone trees. Also responsible for managing the collection of information and clearances for the annual Chief of Mission Statement of Assurance as well as the Designation of Responsibilities Notice.

5% of time: Other Duties as Assigned