

### **13. BASIC FUNCTION OF POSITION**

U.S. Embassy Apia is led by a Deputy Chief of Mission serving as Chargé on behalf of the Ambassador, resident in Wellington, New Zealand. Incumbent serves as post's principal advisor on political, economic, and protocol affairs. Key responsibilities include helping strengthen the U.S.-Samoa bilateral relationship and maintaining a high-profile set of national portfolios and contacts that bring the incumbent into regular interaction with the Samoan government, business leaders, and NGOs. Key to success is the incumbent's ability to operate independently and take initiative. Incumbent's portfolios include regional relations, military cooperation, development assistance, human rights, economic, environmental, and health issues that affect Pacific Island countries.

### **14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME**

#### **A. Political/Economic Tradecraft (50%)**

Incumbent is expected to maintain the highest level of contacts and produce the highest level of analysis in his/her cable reporting on political and economic trends within his/her portfolio. He/she consistently, proactively and independently monitors and supports the Chargé in meetings with key political and economic actors throughout Samoa. As a result of these meetings and broader efforts, incumbent develops a workplan to track trending issues and develop reports, write formal cables, and provide recommendations for the Chargé and Ambassador. He/she must remain abreast of key events in Samoa. Professionalism and discretion is a key component of this job. As a result of these meetings, he/she drafts in-depth and analytic cables and spot reports to Washington.

#### **B. Congressionally-Mandated Reports and State/Interagency Coordination (20%)**

Incumbent researches, drafts and coordinates high-profile Congressionally-mandated reports: Human Rights, International Religious Freedom, Labor and Child Labor, requiring a broad base of contacts, long-term relationship-building, detailed analysis, and a key understanding of USG concerns, to ensure that all drafts respond to policy-level issues relevant to the USG. Incumbent also serves as action officer and post representative for various State/USG agency requests for Mission Samoa input.

#### **C. Protocol and Interpretation (10%)**

Provides the Ambassador, Chargé, and visiting USG officials advice and guidance on cultural expectations, protocol, precedence, and etiquette. Supports and is the designated alternate officer on high level visits. Interpretation and translation duties include accompanying the Chargé to meetings with Samoan officials and on official in-country travel. Interpretation is both from Samoan to English and vice versa. Researches and prepares speeches and remarks in English, inclusive of Samoan phrases, for use at representational events.

#### **D. Military Cooperation and Development Assistance (10%)**

In conjunction with colleagues in Wellington, the incumbent coordinates all U.S. military aircraft and ship visits. Prepares and processes diplomatic notes to obtain clearances, arrange all requested support, processing payments, and expediting customs and immigration formalities. The Defense Department provides a significant portion of USG assistance to Samoa. Liaises, prepares reports, organizes and manages all State-Defense partner programs and liaises with the Samoan government on all Asia Pacific Center Security Studies in identifying students and travel arrangements to various courses and conferences, and on all major projects to Samoa, the Humanitarian Assistance Program; and on the International Military Education Fund to Samoa.

#### **E. Promoting Trade with the Foreign Commercial Service, Promoting American Culture with PAS (10%)**

Incumbent is expected to be a critical member executing economic diplomacy through engagement and reporting. Incumbent actively seeks out opportunities for U.S. commercial engagement in Samoa in coordination with the

Foreign Commercial Service. Incumbent pursues Samoan companies looking to expand operations into the United States. Incumbent strategically builds relationships to promote broader, deeper relationships with Samoan entities.

As a key senior staff member at Embassy Apia, incumbent is expected to play a critical role in furthering U.S. government interests through public diplomacy. He/she engages consistently with the Public Affairs Section (PAS) to recommend projects and persons for grants, exchange programs and events. Incumbent maintains an extensive list of contacts across the country and comprehensive knowledge of political/economic issues to advise PAS of high priority or other strategic use of USG resources. Further, incumbent actively and independently seeks out additional grant and exchange opportunities to advance Mission Samoa and Department objectives. Incumbent drafts nominations independently and works to follow up on finished grants and returned exchange participants to better leverage programs for Mission Samoa goals.

*\*\*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.*

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a) Education:  
Bachelor's Degree in political science, law, public policy, international relations, economics, environmental or local equivalent is required.
- b) Prior Work Experience:  
At least five years of progressively responsible experience in foreign policy, politics, economics, science, or international relations. Familiarity with Samoan and U.S. political, economic, social and cultural issues. Experience in drafting memos, policy papers, analytical research, or similar.
- c) Post Entry Training:  
Incumbent will undergo an intensive and long-term in-job training and mentorship program by the Public Affairs Section staff, other Embassy Apia staff, and Chargé. Embassy Wellington and Consulate Auckland personnel will provide virtual support for framing and scope. Incumbent will eventually be eligible for relevant training outside of Samoa, per availability of Post funding. GOR Training is required.
- d) Language Proficiency:  
List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read). English fluency (4/4) is required. Must be able to communicate effectively in both written and spoken English at a professional level. Level 3 spoken Samoan language is also required.
- e) Job Knowledge:  
Knowledge of U.S. foreign policy objectives with Samoa and a thorough understanding of internal political reporting and public affairs requirements and procedures are required. A good understanding of a broad range of techniques in political research and analysis. Knowledge of theories of political science and international relations and with U.S. government institutions and policy positions.
- f) Skills and Abilities:  
The Specialist should have demonstrated the ability to work independently and under tight deadlines. The Specialist must be resourceful, have good judgment, and have the ability to work diplomatically with persons from many backgrounds. Advanced computer skills, including the Microsoft Office suite, are a must. Must be able to communicate clearly in both written and oral formats with a wide range of partners.

## 16. POSITION ELEMENTS:

- a) **Supervision Received:**  
The incumbent will work under the general supervision of the Chargé. Daily supervision is minimal and routine work should be performed independently with little instruction. Employee should be able to identify and solve problems as they arise. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of, and effectiveness in meeting, objectives. The Specialist is expected to work in a collegial manner, and to exercise considerable autonomy and judgment in discharging the duties of the assignment.
- b) **Supervision Exercised:**  
None
- c) **Available Guidelines:**  
Agency correspondence, style manual, regulations, policies/guidelines, and supervisor's instructions. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- d) **Exercise of Judgment:**  
Highly complex. The incumbent works on a sophisticated set of issues, which vary daily, often hourly. Incumbent seamlessly transitions across portfolios while retaining learned information for later dissemination. Incumbent is called upon to represent the USG and Mission Samoa regularly at countless and diverse venues. Incumbent is at ease across these many situations and positively reflects the official positions of the USG.
- e) **Authority to Make Commitments:**  
None.
- f) **Nature, Level, and Purpose of Contacts:**  
As a member of the senior staff for Embassy Apia, incumbent is a high-profile and key representative of the U.S. Mission to Samoa and the USG in Samoa more generally. Frequently, incumbent discusses sensitive issues with the Samoan government, business, media, and civil society, and professionalism and discretion is paramount. Purpose is to inform U.S. strategy and goals in Samoa and region and to persuade interlocutors, listeners, and readers. Incumbent produces written and oral briefings for the Chargé, Ambassador, and Washington. The purpose of these products is to inform and direct U.S. policy. With limited staff to backstop all issues, incumbent's judgment is highly trusted and opinion highly valued by the Chargé and Ambassador. Type of information includes a broad range of substantive topics starting at the most strategic (the U.S.-Samoa relationship, regional relations) down to important topical issues such as Department priorities of climate change, ocean conservation, and combatting trafficking in persons.
- g) **Time Expected to Reach Full Performance Level:**  
Approximately one year.