

Position Description- Public Affairs Assistant

Basic Function

Under the direct supervision of Public Affairs Officer (PAO), the incumbent serves as an expert on Public Affairs Section's budget and program administration. The incumbent provides advice on annual budget including representational and grants expenditure. The incumbent analyzes the effects and consequences of such expenditures on program planning. The incumbent serves as a Grant Officer Representative (GOR) and develops strategies to monitor and evaluate grants expenditures. The incumbent also advises and assists in the financial management of American Spaces established outside of Kathmandu.

Major Duties and Responsibilities

Office & Budget Management: 50%

Provides direct administrative and program support to achieve Mission Performance Plan (MPP) Objectives and administrative planning. Is PAO's main resource on budgetary, representational, administrative and program support matters. Carries out Public Diplomacy's full range of varied administrative and program support responsibilities with minimal supervision from the PAO.

By analysis of past expenditure prepares and timely submits annual budget, prepares annualization costs of price increased items. Initials all voucher consisting of PAS fiscal data prior to PAO's approval. Recommends to PAO ways and means for strengthening the efficiency of PAS program. Manages post and Dept.'s special funds. Ensures the most effective utilization of personnel and develops administrative support plans to facilitate approved shifts in program emphasis, and advising options to achieve Mission goals. Manages PAS's budget of approximately \$2.5 million, which consists regular allotment, Representation and any additional funds received from the USG, including for American Spaces and for EducationUSA advising centers.

Reviews annual ICASS invoices/services. Is responsible for PAS American Center recycling and proceeds of sale deposits. Assists in planning organizing PAS Cultural programs as and when needed. Makes sure PAS portion of collected fund against PD's proceed of sale is reimbursed back from Dept supervises and provides as and when needed instruction in the form of oral/written to 10 FSN Grants Officers' Representatives (GORs). Serves as PAS' principal contact with the Embassy HR, Budget & Fiscal, GSO, and RSO as well as outside contractors and vendors.

Initiates fund obligation/deobligation memos advising B&F to transmit to FSC, Bangkok. Researches economic conditions and decides how much and when mandatory increases should be requested and drafts correspondence and justification for increases requirements. Reviews annual ICASS (Initial and mid-year) invoices/services provided by HR/FMO section for approval and certification for payment.

Program Administration 50%

Incumbent is responsible for arranging to pay PAS's vendor/grantees in a timely fashion. Monitors funds held in Washington for programs and speakers and reconciles frequently for accuracy and updates. Spot checks deposits of all income generated under post's IRC and American Spaces recycling program outside of Kathmandu. Makes sure reimbursement is received promptly for recycling and sale proceeds. Serves as U.S. Embassy's Grant's Officer Representative and is responsible for programmatic, technical, monetary, work in progress and/or scientific aspects of all grants issued for PD, Supports PAS work to achieve Mission's ICS goals through logistics support and reviews binding legal grant documents for speakers, NGOs other institutions drafted by respective GORs. Clears grant as "Watcher".

Incumbent coordinates effective and smooth running of American Spaces in Nepal. Works closely with local partners to ensure effectiveness and sustainability of such Spaces with field visit as required.