

[Position No.] – Treasury Attache**14. Major Duties and Responsibilities****% of time**

Prepares complex analytic reporting on Palestinian macroeconomic developments, and underlying trends with implications for economic outlook. Prepares complex analytic reporting on PA fiscal and financial sector policies, as well as external financing, including: annual budget changes, major and minor changes in the Palestine Monetary Authority's policies; banking safety and soundness policies and any impact of government policies. Reporting goes to Treasury leadership and/or Chief of Mission, usually with only minor editing by Treasury Attaché. Provides monetary/fiscal data and advice as needed for Treasury Attaché office subject-matter projects/notes and for subject-matter projects undertaken at Treasury Headquarters. Incumbent collaborates closely with the offices of cabinet-rank and senior PA officials to advance Treasury and Mission strategic goals. Incumbent cultivates and maintains close working relationships with the offices of ministerial, and other senior-level PA officials regarding economic and financial issues. (50%)

Prepares analytical reporting on PA anti-money laundering and countering the finance of terrorism (AML/CFT) policies based on Arabic and English-language news and host-government meetings. Reporting goes to Treasury leadership and/or the Chief of Mission, usually with only minor editing by the Treasury Attaché office. Is familiar with Treasury's sanctions program and its authorities to combat terrorist financing. Also provides information and guidance as needed for Treasury Attaché office subject-matter projects/notes and for subject-matter projects undertaken at Treasury Headquarters. This will also include identifying and being familiar with all relevant individuals and organization in the PA that have information on these issues. Incumbent collaborates closely with the offices of cabinet-rank and senior PA officials to advance Treasury and Mission strategic goals, as well as Treasury's strategic goals. Incumbent cultivates and maintains close working relationships with the offices of ministerial, and other senior-level PA officials regarding CTF/AML issues. (25%)

Incumbent counsels the Chief of Mission and Treasury Attaché office with sound and expert advice on strategic approaches when interacting with cabinet-rank officials within the PA to advance sensitive Treasury and Mission objectives. Prepares meeting schedules and travel arrangements; ensures administrative details are completed; and works with senior-level contacts in the PA in order to facilitate meeting arrangements and secure appointments. Provides advice and counsel to Chief of Mission and Treasury Attaché's office regarding local sensitivities and potential conflicts of interest with the PA on a variety of economic, financial, and AML/CFT issues. (15%)

Other duties as required. (10%)

15. Qualifications Required for Effective Performance

- A. Education: Master's Degree
- B. Prior Work Experience: 5-7 years
- C. Post Entry Training: On-the-job
- D. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speak/read): Arabic IV, English IV
- E. Job Knowledges: Treasury's mission and legal authorities, USG policies and programs in host country
- F. Skills and Abilities: excellent understanding of economics and finance, strong understanding of anti-money laundering and countering illicit finance

16. Position Elements

- A. Supervision Received: Yes
- B. Supervision Exercised: No
- C. Available Guidelines:
- D. Exercise of Judgment: Yes
- E. Authority to Make Commitments: No

- F. Nature, Level and Purpose of Contacts: Maintains contact with high-level PA officials and senior private sector officials regarding economic and financial issues.
- G. Time Expected to Reach Full Performance Level: 6 months