

13. BASIC FUNCTION OF POSITION

The Program Development Assistant provides program support to the Mission's Program Office team to carry out the core office functions of leading the Mission in planning, budgeting, reporting, outreach and communications, monitoring and evaluation, gender and inclusion, and other cross-cutting initiatives to implement the Mission's Country Development Cooperation Strategy. In addition, the Program Development Assistant serves as the Participant Training Coordinator and provides administrative support to the Office Director and staff of the Program Office.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****1. Program Support (50%)**

- Develop key documents as requested, guided by and in support of the work of the office by the Office Director, Performance Management and Gender Advisor, Development Outreach and Communications Specialist, and Program Development Specialists in the areas of the core functions of the office. Documents may include Mission Orders, memorandums, meeting/event agendas, guidance and templates.
- Streamline inbound/outbound communications and coordination procedures and practices in the Program Office and its work throughout the Mission maximizing productivity and ensuring all requests receive attention with the proper level of urgency. This may include revision of Mission Orders or other guidance documents and templates.
- Represent the Program Office in meetings, at times and liaise with the Embassy Front Office, other Embassy sections, external stakeholders, implementing partners and the Government of Mexico, as needed.
- Serve as the Mission's primary Point of Contact for OpenData unsolicited proposals/applications, and Freedom of Information Act (FOIA) requests.

2. Participant Training Coordinator (10%)

- Serve as the Mission point of contact on participant training. S/he is responsible for the management, implementation, and oversight of the participant training program for the Mission in line with ADS 203 and other relevant policies. S/he is responsible for all steps related to processing trainees and international visitors supported by USAID funding. S/he will develop a Mission Training Plan in line with the Mission CDCS priorities and oversee the use of TrainNet/Visa Compliance System (VCS) to ensure the mandatory data tracking and reporting to be conducted. S/he will also maintain an official Participant Training file with all required documentation on individual trainees.
- S/he will coordinate with Embassy staff on participant training, vetting and visa matters.

3. Administrative and Logistical Support (30%)

- As Office File Custodian, manage Program Office paper and electronic file system, including vital records, in accordance with Agency policies and Program Office organization.
- Coordinate logistics for Program Office meetings, Mission-wide and Embassy-related events, high profile and other types of visits, conference calls, and meetings with the Government of Mexico.
- Liaise with the Mission's Executive Office and coordinates with other Mission Administrative Support Specialists to ensure consistency of policies and practices and logistical and administrative needs of the Program Office are met.
- Serves as Program Office timekeeper, schedules meetings, and maintains Office calendar, leave requests, coordinates travel and schedules, and provides other administrative support.

4. Other Duties (10%)

- Serve as the alternate point of contact for responding to the USAID OPEN email account and USAID/Mexico email account correspondence in the absence of the Mission's Front Office Executive Assistant.
- Backup on outreach and communications tasks in the absence of the Development Outreach and Communications Specialist.
- Complete a variety of special projects as needed.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Bachelor's degree in business, public administration, or social sciences required.
- b. Prior Work Experience: A minimum of 4 years of professional experience in a responsible position involving program and/or administrative and logistical support. Preference will be given to candidates with experience working in a development context or with international organizations. Professional experience must include two or more of the following: (1) experience providing program and/or administrative and logistical support; (2) experience in organizing/coordinating a complex, multi-functional office; (3) hands-on practical experience in arranging and organizing high profile events and meetings; (4) proficiency in developing written technical materials; and (5) experience working independently and as part of a team.
- c. Post Entry Training: A combination of classroom, online and on-the-job training in records management, Programming Foreign Assistance, and other topics related to core Program Office functions.
- d. Language Proficiency: Superior speaking, reading and writing abilities in English and Spanish equivalent to a level IV in each.
- e. Job Knowledge: Strong knowledge of development or other social programs, issues and concepts is highly desired.
- f. Skills and Abilities: Must be proficient in Microsoft Office and Google applications including Word, Excel, PowerPoint, Google calendar, Google drive/documents, and Gmail. Exceptional organizational, analytical thinking and logistical skills required. Excellent ability to handle multiple tasks and work in a fast-paced, time-sensitive environment. Ability to remain flexible and responsive to changing Program Office and Mission priorities. Exceptional attention to detail. Superior communication skills, both oral and written are necessary in order to develop and maintain successful working relationships within USAID, with implementing partners, within the Embassy and external stakeholders. A strong work ethic, flexibility to respond to changing circumstances/priorities and the ability to work under tight deadlines are also required.

16. POSITION ELEMENTS

- a. Supervision Received: The incumbent reports directly to the Director of the Program Office or her/his designee as Acting Office Director. S/he is expected to function with considerable independence in daily assignments.
- b. Supervision Exercised: Supervision of other USAID staff is not contemplated.
- c. Available Guidelines: Overall guidelines are contained in USAID/Mexico Mission Orders, strategy and other key Mission documents, policy papers, and regulations (particularly USAID's automated directives systems (ADS).
- d. Exercise of Judgment: The incumbent must take action and establish priorities based on available guidelines and judgment. S/he has considerable latitude to plan and prioritize daily work to ensure responsiveness to Program Office and Mission needs and priorities.
- e. Authority to Make Commitments: The incumbent will have not independent authority to commit US Government funds on behalf of the US Government.
- f. Nature, Level, and Purpose of Contacts: The incumbent routinely carries out a full range of contacts with all levels of staff within USAID/Mexico, including staff in all technical and support offices, USAID's regional support staff in San Salvador, and USAID's implementing partners in Mexico. S/he also coordinates with USAID/Washington, US Embassy staff and host government representatives. Local and other contacts vary widely with the types of events and meetings being planned and organized.
- g. Time Expected to Reach Full Performance Level: One year