

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Preparation must be according to instructions given in FSN Handbook, Chapter 4 (3 FAH-2)

1. POST Mexico	2. AGENCY USAID	3a. POSITION NO. 312872100026-A OAI-D66
3b. Is this position SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, List the position numbers authorized and/or established.		

4. REASON FOR SUBMISSION

a. Reclassification of duties:

Position No.: _____ Title: _____ Series: _____ Grade: _____

Position No.: _____ Title: _____ Series: _____ Grade: _____

b. New Position

c. Other (explain): **UPDATE PD**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	USAID Program Development Specialist FSN-4005	FSN-11		
b. Other (EXO, USAID/W)	FSN Unit signs UPDATE of PD for Position No. CAI-D66 no review of Job Report nor reclassification action executed. New number after Update is 312872100026-A.			
c. Proposed by Initiating Office	A.I.D. Program Development Specialist, 4005	11	CO	08/13/2015

6. POST FUNCTIONAL TITLE POSITION (if different from official title)	7. NAME OF INCUMBENT VACANT
8. OFFICE/SECTION	
a. 1st Subdivision: Program Office	b. 2 nd Subdivision: USAID/Mexico c. 3 rd Subdivision:

APPROVALS AND SIGNATURES SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
EMPLOYEE Signature _____ Date _____	SUPERVISOR Signature _____ Date _____
11. This is a complete and accurate description of the duties and responsibilities of my position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

13. BASIC FUNCTION OF POSITION

The Program Development Specialist works in the Mission's Program Office. This position reports to the Director of the Program Office.

The incumbent is a Mission subject matter expert in the formulation and administration of USAID/Mexico's development program. S/he is knowledgeable in host country affairs, the Mexican socioeconomic and political environment and in development assistance as the principal Mexican staff in the Program Office. The incumbent is directly responsible for doing and overseeing a variety of standard USAID Program Office functions, with a focus on budget cycle management, and program operations and reporting. S/he influences program policy decisions and plays an important quality assurance role, advising technical teams on Agency and Mission policies, procedures, and guidelines related to project and activity planning and management. This position is responsible for providing support to all USAID/Mexico Development Objectives (DO). The incumbent may act as a trainer for new Mission staff on areas within the Program Office purview. S/he provides leadership in the Mission's planning process and carries out the following duties and responsibilities in order to achieve results, maximize the impact of scarce development resources, ensure prudent stewardship of USAID resources, and comply with applicable USAID policies and regulations.

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

The Program Development Specialist will use his/her program and project development knowledge, skills, abilities, and experience to manage the following responsibilities:

A. Project and Activity Planning and Design (35%)

1. Participates in, oversees, advises, acts as a resource person and/or leads the design and development of projects and activities across all USAID sectors, based on approved Mission strategy and results framework.
2. Writes or reviews project and activity documentation including concept papers, project appraisal documents (PADs), implementation plans, project and activity monitoring and evaluation plans, project and activity budgets, assessments, and scopes of work and solicitations.
3. Assures that project/activity designs are integral to the Mission's strategy and address strategy cross-cutting themes.
4. Supports USAID/Mexico efforts to partner with the private sector and other partners in Mexico, which includes working with Mission technical offices to identify new partners and develop relationships with existing partners that can support and enhance USAID programming in innovative ways in key areas.
5. Ensures that project and activity design conforms with USAID policy and legislative requirements.

B. Program Coordination and Reporting (35%)

1. Coordinates and contribute to the preparation of USAID/Mexico inputs to annual reporting and planning processes, including the annual Operational Plan, the Mission Resource Request and the Congressional Budget Justification guidelines and procedures; delegates sections and tasks to technical teams and support offices; reviews and edits draft narratives to ensure quality control and compliance with guidance; facilitates meetings to resolve issues, reach agreement on priorities, and reviews final drafts; and enter the required information into application database.
2. Participates in portfolio review planning and execution in close coordination with the monitoring and evaluation specialist and the technical offices.
3. Provides analytical support to monitoring and evaluations functions.
4. Supports the implementation of Mission Orders in coordination with the Program Office Director.
5. Supports or leads ad hoc reporting exercises as required.

C. Budget Cycle Management (20%)

1. Manages the Ops Master tool and serves as the overall manager of the annual program budgeting process for Mexico.
2. S/he works with the Program Development Specialist to coordinate with all technical teams to identify funding needs and ensure timely utilization of funds; analyzes and determines obligating approaches and develops strategies for managing earmarks and directives.
3. Advises the Program Office Director and Mission Management on all matters related to resource planning and management in order to ensure the proper and timely use of funds.
4. Ensures that funding requests are accurate and take into account programmatic needs, pipeline analysis, congressional notification, and availability of funding.
5. Coordinates closely with the USAID/Mexico Financial Management Unit to undertake pipeline analysis and project out-year funding scenarios and needs.
6. Oversees and coordinates with technical teams, Desk Officers and LPA, the preparation, submission, and expiration of the Congressional Notification.

D. Other (10%)

1. Responds in a timely manner to taskers from the Interagency, Embassy Front Office, and/or USAID/Washington.
2. Coordinates with the Program Office Director to prepare for high-level visits or any other visitors interested in USAID programs.
3. Keeps abreast of new USAID or USG policies relevant to Mission programming. Ensure the Mission is in compliance with the ADS and USAID and USG policies.
4. Other Program Office duties, as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Bachelor degree required in economics, management, public administration, social sciences, international development or a relevant field.
- b. Prior Work Experience: At least 8 years of relevant experience in general organizational management, development assistance administration, or program/project planning. Relevant experience is defined as developing, managing, and evaluating programs, including strategic planning and performance-based management and budgeting; project design and feasibility; and monitoring and evaluation. Specialized experience in budget formulation, management, and execution required.
- c. Post Entry Training: Continuing education (if not completed prior) in COR/AOR certification, programing/strategic planning, monitoring and evaluation, financial management, leadership/supervision, environmental regulations, and new and evolving USAID policies and practices, etc., as applicable and available.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): English and Spanish (Level IV) required in speaking, reading, and writing.
- e. Job Knowledge: A thorough knowledge of Mexican economic, political, social, and cultural characteristics and the history of development assistance in Mexico is required. Must possess in-depth knowledge of Mexican development issues priorities, and resources. Must have knowledge of the Government of Mexico, including Mexico's political history and current political and economic environment. Must have strong team building and leadership skills with across-the-board knowledge and expertise of USAID's policies, regulations, processes and procedures in tools such as the Automated Directives System, FACTS Info, GLAAS, PHOENIX, etc. Must be familiar with and have expertise in working with word processor, spreadsheet, database, and presentation Microsoft-based program and internet based-services. Knowledge of USAID concepts, principles, techniques, and practices of strategic and activity planning and budget management and USAID budget formulation and execution. Knowledge of U.S. foreign policy, in particular, Department of State priorities will be required in order to provide accurate advice and guidance in developing the Mission strategy. Some program specific skills will be acquired through advanced training.

- f. **Skills and Abilities:** Ability to establish and maintain an extensive range of high level contacts in Mexico and develop sustainable working relations with senior-level officials from the Government of Mexico, private sector partners, USG interagency, and other stakeholders; ability to represent USAID and the U.S. Government in areas such as possible bilateral agreements, project and activity planning, compliance with conditions precedents or covenants, and policy dialogue; ability to work independently; ability to have an attention to detail; ability to perform multiple complex and sensitive responsibilities simultaneously; strong analytical skills to conceptualize and plan activities in an innovative manner, to develop alternatives and strategies for achieving results; effective teamwork/interpersonal skills to create and maintain effective working relations with USAID staff, GOM officials, and private sector development partners; strong leadership skills to take initiative and actively energize team colleagues in a results-oriented manner; ability to provide objective, informed, and constructive perspective and advice on multi-sectorial and regional issues; excellent verbal and communication skills in Spanish and English, tact, and diplomacy to convey ideas and carry out results-oriented negotiations and resolve project/activity implementation issues; and excellent computer skills to carry out a full range of responsibilities. In this capacity, the incumbent must have outstanding interpersonal and diplomatic skills and must exercise negotiation skills to achieve objectives and meet deadlines in tasking staff with work.

Travel: Travel may be required to danger pay areas of Mexico where official travel must be extremely monitored and the areas extremely dangerous for USG personnel to travel.

16. POSITION ELEMENTS

- a. **Supervision Received:** Supervised by the USAID USDH Program Office Director, however the incumbent works independently on a day to day basis.
- b. **Supervision Exercised:** Ability to task all Mission staff, including Development Objective (DO) teams, with projects, reports, correspondence, briefing materials, speeches, etc. In tasking Mission staff, incumbent must set deadlines, follow up on progress, review work product, make suggestions for changes, guide and mentor staff, and ensure staff fulfill the requirements of the task.
- c. **Available Guidelines:** The incumbent will follow USAID policies and procedures, including the USAID ADS, current USAID handbooks, policy statements, USG legislation, Mission Orders, Notices, and Guidance, FAR, AIDAR, FAM, FAA; Embassy Mexico policies and procedures; and joint USAID/DOS Strategic Plans, USAID Mexico Country Development Cooperation Strategy, and other Mission products.
- d. **Exercise of Judgment:** Expected to take initiative and perform responsibilities independently, consulting with Program Office Director when problems arise. The incumbent will provide sound judgment, acumen and advice to Mission management, DO teams, project managers, and government and private sector representatives. Technical adequacy, completeness, and accuracy is expected. As incumbent must balance a number of competing priorities not only within his/her responsibility, but within the responsibility of other staff members to which he/she has tasked assignments, he/she must be capable of applying sound judgment to determine priorities and provide guidance to Mission staff as to their priorities in terms of meeting deadlines Incumbent will be relied upon for expert advice regarding program responsibilities and the Mexican context and must demonstrate outstanding judgment in relaying a situation or consulting with senior management.
- e. **Authority to Make Commitments:** None
- f. **Nature, Level, and Purpose of Contacts:** Required to develop and maintain an extensive range of high level contacts in USAID, US Embassy Mexico, with GOM officials, contractors, nongovernmental organizations, and private sector partners. The nature of the contact will often involve complex issues which significantly impact the direction of the USAID Mexico portfolio. The contacts will be frequent and often on an independent basis. The incumbent must be capable of high degree of diplomatic and negotiation skills.
- g. **Time Expected to Reach Full Performance Level:** One year