

Assists in the vetting all of the participants from lists provided by the Mexican Government agencies. Serves as point of contact with the vetting unit and the participant for administrative travel issues, delivery of travel allowances, and of participant data feedback, develops and presents pre and post travel briefing for GOM travelers attending INL training in the U.S. and third countries. This includes over 250 training courses scheduled in 2016 for over 4,000 law enforcement personnel, specialized equipment research and scope of work narratives to request the purchase to support the training program.

Plans, coordinates and develops comprehensive reports to improve the overall execution of the training program to include the expeditious identification, purchase and delivery of goods and services purchased with Merida Initiative funds.

14. Major Duties and Responsibilities % OF TIME

Supervision/Guidance

Provides guidance/supervision to one LE Staff position and four Third Party Contractors (TPCs) on the development of the training unit's requirements documents, manages forecasting of budgets, ensures budgets are adhered to responsibly and oversees all procurement actions.

Supervises and give guidance to Training Assistant position, ANA-U07, particularly with the development of all requirements documents, budgets and input into the ARIBA system and to the unit's admin assistant. Provides on the job training to Training Assistant position, ANA-U07, and ensures that all planning, organizing, directing, and support of all the activities identified in individual or multiple delivery/task orders are completed in timely manner. Develops and maintains project acquisitions plans.

35%

Management/Reporting/Liaison:

Manages day to day operations of the INL training program. Suggests and arranges appointments of visiting GOM officials with appropriate training counterparts.

Drafts related reports, correspondence and fills out planning database, maintains course files and records. Incumbent will be required to draft weekly, monthly and quarterly reports. May be required to draft input for State Department cables, Embassy reports and Memorandums of Understanding (MOUs). Plans, coordinates and develops comprehensive reports to improve the overall and execution of the training programs. Manages the upkeep and integrity of key information databases. Provides weekly reports that are delivered to the Director of INL and the Embassy's front office.

When requested, translates training program documents into English and/or Spanish for delivery to Mexican Government agencies and Embassy personnel. Documents are technical and official correspondence and training materials for classroom use.

Assists in escorting and arranging appropriate itineraries for official travelers.

25%

Vetting:

Oversees the Leahy vetting process for all of the participant lists provided by the Mexican Government agencies for the Police Professionalization Team.. This is a massive organizational requirement as the office is vetting thousands of individuals on an annual basis. Incumbent receives names of personnel attending training and coordinates with the INL Policy Unit and the Embassy's Vetting Unit. Once names are returned with results, liaises with GOM official(s) on the results. Ensures the vetted roster and files are updated. Establishes and maintains individual vetting folders for every GOM law enforcement entity. Maintains a master database of all law enforcement vetted personnel.

20%

Administrative:

Coordinates with INL Travel Unit all ITO (invitational travel orders), all travel for training purposes to include per diem, travel advance, hotel reservations and transportation arrangements and authorization for training documentation. Serves as point of contact with the vetting unit and the participant for administrative travel issues, delivery of travel allowances, and of participant data feedback, develops and presents pre and post travel briefing for GOM travelers attending INL training in the U.S. and third countries. Ensures that donation letters and appropriate documents are in place prior to deliveries. Coordinates communication entities to receive deliveries and donations. Other duties as assigned.

20%

15. Qualifications Required For Effective Performance

a. Education:

Bachelor's degree in Business, Public Administration, Accounting, Law Enforcement, International Relations is required.

b. Prior Work Experience:

Five years of responsible experience in managing activities, organizational planning and development is required.

c. Post Entry Training:

ARIBA (DOS Procurement System), E2 solutions; "Same-Page" (an automated project management tool). PP420 INL Program and Project Management I, PA453 Ethics Orientation for New Employees (DL), PN113 Introduction to working in an Embassy. Both the contracting representative courses (COR) and the grants training to be a GOR are required.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV English (Good working knowledge).

Level IV Spanish (Good working knowledge).

e. Job Knowledge:

Must have a good knowledge of general office operations, ideally in a U.S. Government agency.

Must have working knowledge of the Microsoft Office (Excel, Word, and Outlook). Ability to learn SamePage.

f. Skills and Abilities:

Capable of managing own time well, with little oversight.

Must be highly organized; capable of planning training seminars and conferences that requires attention to a large number of courses in various stages of planning and development.

Must be able to deal tactfully yet effectively, with host country officials from a wide range of levels and with U.S. personnel and VIP visitors.

16. Position Elements

a. Supervision Received:

Supervised by the INL Police Professionalization Program Coordinator (FS02 PSC).

b. Supervision Exercised:

Provides daily guidance/supervision to one LE Staff position and three Third Party Contractors (TPCs).

c. Available Guidelines:

FAM, FAR, DOSAR, INL policies with regard to Training INL policy set by Director.

d. Exercise of Judgment:

Incumbent will need to work independently the majority of the time.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Must be able to deal effectively with senior USG officials within and outside the U.S. Embassy, as well as senior GOM officials.

g. Time Expected to Reach Full Performance Level:

Six months.