

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> MEXICO	<b>2. AGENCY</b> USAID	<b>3a. POSITION NO.</b> 312872100050  CAI-D77
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces  
 Position No.: \_\_\_\_\_ Title: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_

b. New Position

c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	USAID Project Management Specialist (Integrity and Transparency), FSN-4005	FSN-10		
b. Other:				
c. Proposed by Initiating Office:	Program Management Specialist FSN-4005	10	EGR	10/7/2015

<b>6. POST TITLE POSITION</b> (if different from official title)	<b>7. NAME OF EMPLOYEE</b> Vacant
<b>8. OFFICE/SECTION:</b> <b>USAID/MEXICO</b>	a. First Subdivision: <b>Office of Integrity and Transparency</b>
b. Second Subdivision:	c. Third Subdivision:

**APPROVALS AND SIGNATURES SECTION**

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p>    <p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p>    <p>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.</p>
Typed Name and Signature of EMPLOYEE _____ Date (mm-llllllnnmm mm+Δ.-yy) _____	Typed Name and Signature of SUPERVISOR _____ Date (mm-dd-yy) _____
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD _____ Date (mm-dd-yy) _____	Typed Name and Signature of Human Resources Officer _____ Date (mm-dd-yy) _____

**13. BASIC FUNCTION OF POSITION**

The Program Management Specialist serves as a Foreign Service National (FSN) professional responsible for providing program/project management assistance and administrative support to USAID/Mexico's Office of Integrity and Transparency. The Office's portfolio is aligned with the Mission's third Development Objective, which supports Government of Mexico (GOM) and civil society efforts to strengthen Mexico's human rights enabling environment and prevent abuses. In support of this goal, USAID/Mexico, in collaboration with other USG agencies and offices at Post, will support the GOM and other Mexican stakeholders' efforts to effectively address, prevent and eliminate corruption. Reporting to the Integrity and Transparency Office Director, the incumbent will provide technical and project management functions and administrative support, and will help coordinate USAID activities with other US government agencies at Post. S/he will help establish and maintain working relationships with key civil society actors, including academic experts and private sector entities, as well as working-level counterparts within the GOM and international donor agencies.

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

**Program Management (60%):** The incumbent provides considerable technical input, oversight and administrative support to activities (grants and contracts) managed within the Integrity and Transparency Office. S/he serves as Contract/Agreement Officer's Representative (AOR/COR) and/or Activity Manager for two-to-four USAID grant agreements or contracts. AOR/COR and/or Activity Manager duties include: reviewing quarterly reports and annual work plans; verifying completion of grant/contract deliverables and compliance with grant/contract provisions (such as TraiNet); maintaining official electronic program files; reviewing financial reports and conducting related pipeline/accrual analyses; tracking indicators against their targets and monitoring compliance with approved evaluation plans; consulting with the Mission's Agreement/Contract Officer and Regional Legal Advisor as needed; and conducting site visits within and outside Mexico City to monitor implementation, conduct data quality assessment reviews and assess validity of results. Finally, the incumbent is conversant on issues concerning good governance, accountability, anti-corruption, integrity and transparency and maintains productive working relationships with working-level counterparts within the GOM, international donor agencies and with key civil society actors, including academic experts and private sector.

**Administrative and Program Support (40%):** The incumbent provides administrative support to the Integrity and Transparency Office. S/he assists the Office in fulfilling a number of program support requirements, which are substantial due to their politically sensitive nature. The incumbent drafts briefing documents, scene setters and reports for the Office Director's review, and corresponds directly with Embassy and non-Embassy counterparts and implementing partners. The incumbent's written documents require minimum editorial changes in both English and Spanish. S/he assists with logistics as they pertain to event planning by proposing, developing and finalizing trip and site visits agendas for senior management and high-level visitors to see projects and meet counterparts within and outside Mexico City. S/he serves as site officer for high-level visitors, as needed. The incumbent contributes to annual performance reviews of Office programs (such as portfolio reviews), collects program data and provides quantitative and qualitative input into required Mission impact reports (such as the Operational Plan and Program Performance Review). The incumbent is also a Relationship Manager and builds partnerships with the private sector, civil society, foundations, academic and public institutions to promote collaboration and leveraging of resources and directly engages potential partners under the supervision of the Office Director. The incumbent performs other duties as assigned or required by the Office Director.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: The incumbent must possess a bachelor's degree or host-country equivalent formal education in a liberal arts field, such as, political science, law or public policy/administration.
- b. Prior Work Experience: At least two years of progressively responsible, professional-level administrative and/or technical experience in democracy and governance, justice, human rights, or a related field is required.
- c. Post-Entry Training: Programming Foreign Assistance, Project Design and Management, Assistance and Acquisition for Contracting Officer's Representatives, and on the job training and orientation on USAID programs, procedures, and documentation.
- d. Language Proficiency: Level IV English and Spanish (spoken and written).

- e. **Job Knowledge:** Must have a familiarity with USAID/ Mexico's portfolio, and specific knowledge of anti-corruption and transparency principles and best practices. Must also be knowledgeable about Mexico's political, social, cultural, and economic context and history.
- f. **Skills and Abilities:** Must be diplomatic and able to work effectively with other USAID and Embassy staff, implementing partners, GOM officials, and a broad range of civil society representatives. Must be able to work independently and to manage various projects on a daily basis with minimal supervision. Must have the ability to handle stress and competing demands in order to complete work in a timely manner. Must be able to distill information for diverse audiences. The incumbent must be able to effectively review work plans and performance monitoring plans, contribute to indicator design and monitor activities through site visits and meetings with implementing partners. Proficiency with Microsoft Office software (Excel, PowerPoint, Word) is required.

## 16. POSITION ELEMENTS

- a. **Supervision Received:** Works under the direct supervision of the Director of USAID/Mexico's Office of Transparency and Integrity, a Foreign Service Officer and/or his/her designee. Assignments are made orally and in writing. Most assignments occur in the normal course of work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignments, the goals and objectives to be achieved, and the results expected. The incumbent seeks advance and assistance, as required. Work is reviewed in terms of results achieved.
- b. **Supervision Exercised:** Full supervision of other USAID staff is not contemplated. The exercise of administrative supervision and technical guidance to Integrity and Transparency Office Staff is contemplated.
- c. **Available Guidelines:** Reviews and refers to, as needed, USAID Automated Directives System (ADS), USAID/Mexico Mission Orders and Administrative Notices that outline USAID programming policies, procedures, regulation and mandatory documentation. Fully familiar with the contracts/grants under his/her direct management (agreement, modifications, monitoring plan, workplan, etc.) to ensure implementer compliance with provisions and requirements.
- d. **Exercise of Judgment:** The incumbent needs to make sound programmatic design, implementation and evaluation recommendations; accurately assess the quality of information provided by implementing partners and request revisions or corrections when needed; and explain USAID policies or procedures to counterparts, partners and potential applicants. The incumbent also exercises sound judgment in establishing priorities when faced with competing demands so as to managing time effectively.
- e. **Authority to Make Commitments:** While incumbent must clear recommendations through the Office Director, s/he will exercise those responsibilities delegated to him/her by the Contracting Officer in the COR/AOR designation letter and may speak with authority about USAID policies and procedures to counterparts, partners and potential applicants. The incumbent may also make appointments for his/her supervisor.
- f. **Nature, Level, and Purpose of Contacts:** Contacts are with mid- and lower-level counterparts within USAID and the U.S. Embassy and all levels of staff (administrative, mid-level and senior management) within USAID for the purpose of sharing information about ongoing programming, sharing technical recommendations, learning about new ideas and international best practices and avoiding duplication of effort. The incumbent also corresponds and interacts with GOM officials, civil society representatives, other donors, private sector representatives, implementing partners and potential applicants for the purposes of sharing information, avoiding duplication of effort and establishing partnerships that augment USAID programs and sustain results.
- g. **Time Expected to Reach Full Performance Level:** Six to 12 months.