



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align:center">Mexico City</p>	2. Agency <p style="text-align:center">INL/DOS</p>	3a. Position Number <p style="text-align:center">AIN-L93</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Program Specialist, 4001	10	<i>RE</i>	3/19/15
b. Other				
c. Proposed by Initiating Office		FSN10		

6. Post Title Position (If different from official title) <p style="text-align:center">Monitoring and Evaluation Specialist-INL</p>	7. Name of Employee <p style="text-align:center">INL / Interdiction Team</p>
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8. Office/Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
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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. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	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. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function Of Position
 Serves as a monitoring and evaluation analyst and strategist for one of three program teams (Interdictions, justice, or Law Enforcement Professionalization (LEP) in Mexico. Assist INL to conduct Monitoring and Evaluation (M&E) on team programs for Mexico in concert with other USG and Mexican law enforcement and criminal justice programs and serves as an advisory resource for INL officials on specific aspects of M&E of ongoing sector team programs in Mexico, and undertakes research and provides support to projects by applying innovative techniques in monitoring and evaluating program impacts. Cont...

14. Major Duties and Responsibilities _____ % of Time

Evaluation and Analysis:
 Assists INL in the identification and measurement of outputs and metrics on GOM law enforcement entities and INL programs to help INL more effectively program Merida Initiative resources. Serves as the INL subject matter expert on performance monitoring for assigned sector. Maintains a thorough knowledge of INL and DOS policies and regulations regarding performance monitoring and best practices. Is responsible for the efficient and effective collection of information, input and analysis pertinent to the program's impact and result indicators. Identifies gaps in information and data collection, needed analysis required for new designs and strategies and drafts scopes for assessment and evaluation. Conducts research of the most recent innovative techniques in M&E that can be applied by INL, and ensures that projects are applying innovative M&E tools for effective and efficient data collection.

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15. Qualifications Required For Effective Performance

a. Education:

Master's degree from an accredited college or university in Project Management, Statistics, International Relations, Political Science, Sociology, Economics, Public Policy, Public Administration, Industrial Engineering, Business Administration, Project Development, Management, International Law, or Finance.

b. Prior Work Experience:

Five (5) years of progressively responsible, professional-level experience in monitoring and evaluation work on program or project management, including experience in conducting performance and impact evaluations, formatting logical frameworks, overseeing project monitoring systems, project implementation and/or evaluating projects related to GOM, the business or NGO community.

c. Post Entry Training:

Ability to learn new software: S@mepage project management module. Distance learning courses such as Introduction to Working in an Embassy, Ethics Orientation for New Employees, Cyber Security Awareness, Counterintelligence and Insider Threat Awareness Training, Introduction to Grants and Cooperative Agreement, INL Program and Project Management, and a 40 hours How to be a COR.

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

Excellent written and oral Spanish and fluent spoken English speaking, reading and writing, level 4 in English and level 4 in Spanish required.

e. Job Knowledge:

In-depth knowledge of the GOM structure and institutions and ability to learn INL Mexico programs and policies and reporting requirements.

f. Skills and Abilities:

Thorough knowledge of Microsoft Office suite applications. Working knowledge of the Microsoft Office suite to include Word, Excel, and Power Point. Experience analyzing and manipulating data contained in database.

16. Position Elements

a. Supervision Received:

Supervised by FSO Program Officer, with policy guidance from INL Policy Officer. Is reviewed by the Deputy Director for Programs. Will work with considerable independence, resolving problems and determining appropriate approaches. He/She takes the initiative and recommends adjustments and innovations in matters related to evaluation policy and compliance.

b. Supervision Exercised:

No formal supervisory responsibilities.

c. Available Guidelines:

Merida Initiative Sector and Program Strategies and ISC, Overall INL policies and handbooks, INL policy set by Director and Deputy Directors and Objectives and lines of action determined by the FSO Program Officer.

d. Exercise of Judgment:

Incumbent will work independently the majority of the time. Must be able to make constructive recommendations for action to the FSO Program Officer and provide guidance to INL Front Office on Monitoring and Evaluation. The incumbent will use considerable judgment in developing ideas and proposals and determining appropriate action to take or an approach to be used in the assigned team.

e. Authority to Make Commitments:

Although the incumbent does not have independent commitment authority, his/her analyses and recommendations are given considerable weight when policy determinations are made.

f. Nature, Level and Purpose of Contacts:

USG agencies as well as GOM contacts in ten Mexican cabinet level agencies at low and mid-levels. The ability to build mid-level and working level-contacts once hired is fundamental to this position.

g. Time Expected to Reach Full Performance Level:

One year.

Addendum 1

Conducts strategic field and program site visits to monitor INL program performance. Conducts pre and post training surveys to determine the effectiveness of training programs. Meets with stakeholder and counterparts to assess progress in the implementation of activities at the local, state and federal government level, as appropriate. Collects and analyzes quantitative and qualitative information on effectiveness, financial performance, usage, and impact of Merida Initiative donations and programs.

45%

Project Development Support/ Strategic Planning:

Works with CORs/AORs/GORs and evaluates INL statements of work and program strategies to ensure that they integrate monitoring and evaluation tools (surveys, assessments, research works, etc.) and support Integrated Country Strategy goals. Standardizes data collection. Prepares a variety of correspondence, reports, and presentations in both English and Spanish. Specifically, prepares analytical documents on areas evaluated, effectiveness and impact of INL programs. Helps develop project strategies and objectives for promoting and supporting GOM efforts to create and implement the assigned team's programs, as well as promote border security policies among its interagency and with the USG and maintains, reviews, and updates files in the BIO network.

35%

Monitoring and Communication:

Works with INL's End-Use-Monitoring team to ensure efficient and sustainable use of Merida Initiative donations. Additionally, works with program coordinator, projects manager and INL auditor to monitor activities of all projects and donations to ensure funds are being used appropriately and achieving project objectives. Observes the performance of SMEs assigned to projects and works alongside projects manager to provide preliminary assessments of their performance and develop benchmarks for project success.

As a member of a Sector team whose work requires extensive involvement with staff throughout the Mission and GOM, the incumbent promotes and contributes to effective and efficient communication and coordination. Will work with the Policy Unit on reporting and update M&E database on S@mepage to promote information sharing.

Other duties as assigned.

20%

Continuation DS-298

13. Basic Function of Position

Provides essential information and data management function, capturing, updating, analyzing and reporting on the performance and impact of the Merida Initiative. Supports the development and monitoring of program and sector strategies and supports team with coaching on indicator selection, validating data quality and field monitoring visits. Performs essential quality control functions which ensure that program and resource allocation decisions are based upon the best available data and information. The incumbent will provide leadership for the Merida Initiative's analytic agenda by proactively identifying information gaps, assessment and analytical needs. The incumbent will require regular travel throughout the country. The incumbent reports to the FSO Program Officer in charge of the assigned team with policy guidance provided by the INL Policy Officer and is reviewed by the INL Deputy Director for Programs.

15. Qualifications Required For Effective Performance

e. Job Knowledge

Proven experience in monitoring and evaluation or social science research, using techniques such as needs assessments, surveys, interviews, and focus groups. Progress and impact assessment, logical frameworks and program/project evaluation. Experience with data validations; planning; quality controls; qualitative and quantitative statistical sampling; information analysis; the design and implementation of assessments; developing analytical reports; and conducting survey/field research. Familiarity and experience with a wide range of security issues such as rule of law, interdiction, and/or law enforcement is desirable.

f. Skills and Abilities

Strong analytical, written, communication, public speaking and inter-personal skills.

The ability to work in a bilingual environment as the employee will need to communicate effectively and sensitive matters to US and GOM counterparts.

Demonstrated experience in drafting and authoring weekly, monthly and quarterly reports.

Work requires great flexibility and ability to adapt to a changing environment and the capacity to provide sound analyses and work under time pressure.

16. POSITION ELEMENTS:

d. Exercise of Judgement

The incumbent is expected to seek out creative solutions to problems. Excellent judgment is required as the job often involves discussing sensitive political/security matters with mid-level Mexican counterparts on behalf of the Program Officer.

f. Nature, Level and Purpose of Contacts

This includes obtaining and providing information/data as well as the coordination of activities such as collection obtaining and verifying information pertaining to M&E of team sector programs.