

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <p style="text-align: center;">Mexico City</p>	2. Agency <p style="text-align: center;">DoS</p>		3a. Position Number <p style="text-align: center;">312801 A71-004</p>	
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u>Position was last evaluated in 2009</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO/Mexico City	Cultural Affairs Assistant FSN-6005	FSN-9		09/11/2015
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (<i>if different from official title</i>)		7. Name of Employee		
8. Office/Section <p style="text-align: center;">US Embassy Mexico City</p>		a. First Subdivision <p style="text-align: center;">Public Affairs Section</p>		
b. Second Subdivision <p style="text-align: center;">Cultural Affairs Section</p>		c. Third Subdivision <p style="text-align: center;">Exchanges Office</p>		
9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="width: 80%; margin-left: 0;"/> Printed Name of Employee <hr style="width: 80%; margin-left: 0;"/> Signature of Employee Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position. <hr style="width: 80%; margin-left: 0;"/> Printed Name of Supervisor <hr style="width: 80%; margin-left: 0;"/> Signature of Supervisor Date (mm-dd-yyyy)		
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. <hr style="width: 80%; margin-left: 0;"/> Printed Name of Chief or Agency Head <hr style="width: 80%; margin-left: 0;"/> Signature of 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. <hr style="width: 80%; margin-left: 0;"/> Printed Name of Admin or Human Resources Officer <hr style="width: 80%; margin-left: 0;"/> Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. Basic Function of Position Under the general supervision of the Assistant Cultural Affairs Officer (ACAO), the incumbent is the principal expert advisor to the Public Affairs Section on professional exchange programs. As the manager of PAS exchange programs countrywide, s/he advises constituent post personnel and other Mission sections on effective utilization of exchange programs to meet strategic goals. The incumbent maintains an astute understanding of priority issues in the US/Mexico relationship and identifies ways that exchange programs can be used to advance strategic goals. The incumbent plays a key role in alumni relations, maintaining regular communication with alumni, helping maintain up-to-date alumni databases, and identifying opportunities to engage alumni in the Mission's work. Coordinates with officers in the Embassy and all Consulates. Reports directly to the ACAO for Economic Programming/Exchanges and the CAO; supervises one FSN-7 Cultural Affairs Assistant.				

14. Major Duties and Responsibilities

A. Principal Countrywide Coordinator for Professional Exchange Programs. 75 % OF TIME

1. With the ACAO for Professional Exchanges, serves as an expert advisor and assumes responsibility for the smooth functioning of the Mission's exchange programs including International (IV) and IVLP On Demand programs.
Maintains budget statistics and follow-up reporting for all program participants.
2. Leads the Mission-wide annual call for IV nominations; notifying Washington of nominees selected, preparing Ambassadorial invitation letters; scheduling and interviewing program participants for program development and evaluation meetings; drafting program nominations; drafting program evaluation reports; acting as liaison with Washington and other Embassy offices; organizing program support materials; maintaining professional contact with former IVLP grantees in Mexican educational, professional, government, and NGO groups essential to the Cultural Section's program priorities; and integrating current and former IV and IVLP On Demand grantees into the Mission's strategic work.
3. Maintains regular communication with offices throughout the State Department and external organizations such as the McCain Institute to seize opportunities to send visitors on exchange programs that are aligned with strategic goals.
4. Supervises the Cultural Administrative Assistant (CAA) on the exchange program office's daily operations; and when needed assumes CAA's responsibilities, working on overall logistical arrangement for grantees.
5. Creates post-driven exchanges in priority areas including education, human rights, youth development, and gender equality.

B. Alumni Contact Management and Communication 15 % OF TIME

Maintains updated alumni contact information in Alumni Archive. Maintains awareness of activities and initiatives throughout the Mission to seek opportunities to engage alumni. Suggests alumni for guest lists to events, dialogues, and Front Office engagement. Works closely with alumni coordinator to maintain regular communication with alumni via emails, newsletters, etc.

C. Reporting Functions: 10 % OF TIME

Handles Exchange Visitor Data Base (EVDB) and MAT records and develops a variety of report on exchange program grantees as requested by all Mission's elements.

D. Supports Cultural Programs as Needed 5 % OF TIME

Assists Cultural team members with tasks as needed, which could include translating documents, making phone calls, and supporting logistics of events and programs.

15. Qualifications Required For Effective Performancea. Education:

University degree in education, international relations, political science, communications, law, the social sciences, management, marketing, or STEM (science, technology, engineering and math).

b. Prior Work Experience:

A minimum of five years of experience working for the host country government, a university, nonprofit organization, or business, to include at least 6 -12 months of experience in supervision of staff and working in managing programs or projects is also required.

c. Post Entry Training:

Working knowledge of standard operating procedures for exchange visitor database (EVDB) and MAT management and other pertinent correspondence (e.g. cables) and guidelines for post's exchange programs; knowledge of the J1 visa process, familiarization with the Mission Performance Plan, MAO, FAM, and Public Affairs Section program information.

Must also take online course PY424 - Managing the International Visitor Leadership Program and FSI course PY342 - Managing the IVLP and Post EVDB Web Application in Washington D.C.

Upon arrival of new officers and FSNs, the incumbent must introduce them to IVLP program policies and the entire nominating process, including J-1 visas guidelines.

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

Spanish Level 4 (speak, read, write)

English Level 4 (speak, read, write)

d. Job Knowledge:

Must have thorough knowledge of host country's political, economic, social, and educational structure. Must possess astute understanding of priority issues in the U.S.-Mexico relationship and Public Affairs Section objectives in Mexico and how exchange programs can be pursued to advance strategic goals and meet Cultural Section priorities. Must establish and maintain contacts with important individuals in various areas who are important to Mission programming priorities. Must have an appreciation of the importance of this work and its implications; must be able to work with people from a wide variety of backgrounds.

e. Skills and Abilities:

Working knowledge of necessary resources: Word Processing, Microsoft Outlook. Ability to be trained on and master EVDB, MAT, Excel, Internet and Intranet; and availability to use the SMART Cable system and State Alumni Database. Must be able to develop reports using these resources; ability to draft correspondence in English and Spanish. Ability to interpret consecutively and do basic translation of texts from Spanish to English and vice versa.

16. Position Elementsa. Supervision Received:

Under general supervision of the CAO and direct supervision of the ACAO, with wide latitude for independent action and considerable authority to solve problems in order to achieve defined objectives for post.

b. Supervision Exercised:

Incumbent exercises direct supervision, provides guidance and oversees the Cultural Administrative Assistant's performance on the Exchanges Office's daily operations.

c. Available Guidelines:

Familiarization with the integrated Country Strategy (ICS); guidance from Washington; and the Public Affairs Section's strategic priorities.

d. Exercise of Judgment:

Exercises high degree of judgment arranging programs, maintaining contact with grantees, communicating with American officers and LE Staff around the mission.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Maintains contact with high, mid-level audience members (Mexican academics, media, federal, state, and local government officials, NGO leaders, political, economic, legal, and environmental professionals) in pursuit of strategic programming priorities.

g. Time Expected to Reach Full Performance Level:

One year.