

# 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> 312872100012-1
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CAI-D67
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.: CAI-D67    Title: Project Mgmt Specialist (Justice & Citizen Security)    Series: 4005    Grade: 11

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 (Justice) FSN-4005	FSN-10		
b. Other:				
c. Proposed by Initiating Office:	USAID Project Management Specialist (Justice)	10		

<b>6. POST TITLE POSITION</b> (if different from official title) Justice Specialist	<b>7. NAME OF EMPLOYEE</b> VACANT
<b>8. OFFICE/SECTION:</b> USAID/MEXICO	a. First Subdivision:    Justice and Citizen Security Office
b. Second Subdivision:	c. Third Subdivision:    (JACS)

**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.
Typed Name and Signature of EMPLOYEE  Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR  Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	12. <b>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.</b>

**13. BASIC FUNCTION OF POSITION**

The Project Management Specialist serves as a Foreign Service National (FSN) professional responsible for assisting with the management initiatives in the Development Objective (DO) of Criminal Justice Reform. This DO supports the broader goals and objectives of the Merida Initiative, a bilateral security agreement between the United States and Mexican Governments. Reporting to the DO Team Lead for Criminal Justice Reform, s/he will provide technical advice and analysis to the team leader. S/he will contribute to the design, implementation, and monitoring of USAID democracy activities under this DO. S/he will also provide program and administrative support, technical oversight and project management functions, and coordinate USAID activities with other US government agencies and US Consulates around Mexico at the direction of the DO Team Lead. S/he will work closely with and maintain strong working relationships with key government and civil society actors within his/her assigned program areas.

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

**Program Management (50%):** USAID/Mexico in collaboration with other USG agencies and offices provides significant contributions under Pillars II and IV or the Merida Initiative. The incumbent will provide programmatic and technical support to the JACS Office under Pillar II. The incumbent will therefore provide technical input into USAID/Mexico's projects related to the strengthening of the rule of law. In particular, s/he will be expected to be conversant in issues concerning the criminal justice system and maintain strong relationships with Government of Mexico counterparts and civil society. S/he will contribute to the management of USAID/Mexico's programs in criminal justice sector reform.

Once hired, the incumbent will obtain COR/AOR training (provided by USAID) and certification and will be assigned to be COR/AOR or alternate COR/AOR for one or more USAID assistance or acquisition agreements. COR/AOR duties will include: approving annual work plans, approving branding and marking plans, maintaining records of official program and financial reports, ensuring implementing partners are adhering to sound financial management practices, liaising with USAID's Office of Acquisition and Assistance and Regional Legal Office on program implementation issues and with GOM counterparts as appropriate, arranging for program evaluations, and conducting regular field site visits. With guidance from his/her supervisor, the incumbent will negotiate on behalf of USAID/Mexico with implementing partners regarding program implementation. Finally, the incumbent will collect program data and contribute quantitative and qualitative input into the Mission's Operational Plan and other required program impact reports.

**Administrative and Program Support (25%):** The incumbent will help coordinate the administrative and program support activities for the JACS Office as they relate to criminal justice reform. At the direction of the DO Team Lead, S/he will fulfill a number of program support requirements, which are substantial due to the high profile nature of the Merida Initiative. The incumbent must be able to prepare briefing documents and scene setters, as required. The incumbent must also be able to prepare reports, correspondence, and documents in a professional manner requiring little or no editorial changes in both English and Spanish. The incumbent will support the DO Team Lead in a wide variety of assigned tasks, including: contributing to annual performance reviews of programs and developing Mission Operations Plans; organizing donor coordination events in support of project activities; and facilitating meetings between partners, Mexican officials, and Mission staff. At the direction of the DO Team Lead, s/he will coordinate with the Program Office to ensure programs and achievements are properly integrated in planning and reporting documents.

**Communication and Partnerships (25%):** The incumbent will support efforts of the DO Team Lead to build and expand its partnerships with the private sector, civil society, foundations, academic institutions, etc. to further identify shared goals and objectives and promote collaboration and leveraging of resources. S/he will work with the Program Office in maintaining database of ongoing discussions and partnership planning, as well as directly engaging potential partners under the supervision of the team leader in forming and concluding of partnerships. S/he will engage with other DO teams to explore opportunities for collaboration among project activities. The incumbent will facilitate meetings in an effort to explore partnerships and ensure that action items are followed up on by the appropriate team or office. S/he performs other duties as assigned or required.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: The incumbent must possess a bachelor's degree or host-country equivalent formal education in a field relevant to the position, such as political science, law, or public policy/administration.

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- b. **Prior Work Experience:** At least three years of progressively responsible, professional-level experience in democracy and governance, justice, or a related field in Mexico is required.
- c. **Post Entry Training:** Programming Foreign Assistance, Assistance and Acquisition for Contracting Officer's Representatives, Financial management Overview, and on the job training and orientation on USAID programs, procedures, and documentation.
- d. **Language Proficiency:** Level IV English (spoken and written) and Level IV Spanish (spoken and written) are required.
- e. **Job Knowledge:** Must have a familiarity with USAID/ Mexico's portfolio, and specific knowledge of justice concepts, principals, and practices. Must also understand Mexico's political, social, cultural, and economic situation and history. S/he must be able to acquire a strong understanding and knowledge of USAID procedures, programming policies, regulations and documentation, monitoring and evaluation methodology, and results measurement is required.
- f. **Skills and Abilities:** Must be diplomatic and able to work effectively with other USAID and Embassy staff, consultants, Mexican officials, and civil society leaders. Must be able to work independently and to manage various projects on a daily basis with supervision from the DO Team Lead. Must have the ability to handle stress and competing demands in order to complete work in a timely manner. Must be able to think critically and to interpret and distill information for diverse audiences. The incumbent must be able to effectively review work plans and performance monitoring plans, develop indicators, and monitor development activities through site visits and interaction with implementing partners. A good working knowledge of Microsoft Office software (Excel, PowerPoint, Word) is required.

**16. POSITION ELEMENTS**

- a. **Supervision Received:** Receives direct supervision from the Criminal Justice Reform Team Leader, a Foreign Service National Senior Justice Specialist.
- b. **Supervision Exercised:** The incumbent will not supervise local staff.
- c. **Available Guidelines:** U.S. legislation, USAID Automated Directives System (ADS), USAID Mission Orders, FAM Manuals, Administrative Notices, Contracts, Grants, and other agreements.
- d. **Exercise of Judgment:** The incumbent must be able to make sound recommendations that require few or no revisions or changes. S/he must be able to judge the quality of information provided by implementing partners and must deal effectively with them. S/he must be able to listen to contradictory points of view and demonstrate sound judgment, particularly in support of or explanation of USAID policies or procedures. S/he must exercise sound judgment in establishing priorities for numerous requests and selecting appropriate action.
- e. **Authority to Make Commitments:** While incumbent must clear recommendations through the Team Leader or Office Director, s/he will exercise those responsibilities delegated to him/her by the Contracting Officer in the COR/AOR designation letter.
- f. **Nature, Level, and Purpose of Contacts:** Contacts are with all levels of USAID and the U.S. Embassy and require strong interpersonal skills. The incumbent will also correspond and interact with GOM officials, civil society leaders, other donors, private sector representatives, and contractors and consultants.
- g. **Time Expected to Reach Full Performance Level:** 12 months.