

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Mexico	2. AGENCY USAID	3a. POSITION NO. 312872100043-1
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CAI-D64
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-D64 Title: Project Management Specialist (Economic Growth) Series: FSN-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 (Markets and Finance) FSN-4005	FSN-11		
b. Other:				
c. Proposed by Initiating Office:	USAID Project Management Specialist (Markets and Finance)	11		

6. POST TITLE POSITION (if different from official title) USAID/Mexico Financial Sector Specialist	7. NAME OF EMPLOYEE Vacant
8. OFFICE/SECTION: EGE - USAID/Mexico Office	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant	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. There is a valid management need for this position.	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.
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 USAID Project Management Specialist (Markets and Finance) serves as the senior FSN professional responsible for sector and policy analyses, technical guidance, design, implementation, monitoring, and overall direction of all market and financial activities that are a part of USAID Mexico's portfolio. This Project Management Specialist has broad responsibilities for advising, structuring, designing and negotiating technical assistance activities that promote the development of financial markets and market mechanisms. He/She will identify, structure and manage all aspects of the USAID/Mexico portfolio that require expertise in financial analysis, project financing, market mechanisms and the use and mobilization of guarantees, bonds, loans and other financial instruments. The Project Management Specialist is responsible for the planning, strategic leadership, financial management and program management of assigned activities. The Project Management Specialist will serve as the Agreement Officer's representative (AOR), responsible for all aspects of strategic direction and project implementation for a number of financial projects. The Project Management Specialist will be the AOR of the Global Development Alliance with Evensen Dodge International, which is committed to facilitating the funding of \$700 million in clean energy infrastructure. He/She will also manage up to six Development Credit Authority guarantees, with principal guaranteed of hundreds of millions of dollars. He/She plays a major role as a core member of the Economic Growth and Environment (EGE) team in supporting activity design, implementation and evaluation and in representing the team to high level Government of Mexico (GOM) officials.

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

1. Provide the financial expertise to allow USAID/Mexico to fully exploit the use of finance, financial tools and market mechanisms to increase the impact of USAID/Mexico's technical assistance: **40%**

Serve as principal advisor to the USAID/Mexico team on all aspects of the financial sector in Mexico, including, without limitation, the banking sector, the non-banking sector, micro-finance and rural lending, and other capital markets, such as equity funds, insurance companies and pension funds. Serve as the principal technical advisor to the USAID/Mexico team on all aspects of the portfolio related to financial transactions, such as the structuring of clean energy financing, as infrastructure financing or the support of clean energy lending by commercial financial entities or the Government of Mexico, whether at the Federal or subnational level. Serve as the USAID/Mexico expert on all market mechanisms developed with USAID technical assistance, such as fiscal incentives for clean energy investments and carbon markets. Serve as the Mission authority and financial tools offered by USAID that may leverage USAID/Mexico resources, such as the Development Credit Authority (DCA) Guarantee.

2. Serve as the principal USAID/Mexico liaison with all key actors in the areas of developmental markets and finance. **30%**

Serve as the main point of contact for USAID/Mexico with Government of Mexico counterparts, international donors and other potential partners on development markets and finance. He/She will (i) guide USAID/Mexico discussions/negotiations with potential partners in development markets and finance, including pre-meeting preparations, concept note development, establishing proposed criteria for structuring market/financial initiatives, and development of appropriate metrics; (ii) facilitate information sharing/communications between potential collaborators and USAID/Mexico; and (iii) attract financial resources and investments that can be leveraged to address USAID/Mexico objectives.

3. Manage and/or oversee the technical aspects of the collaboration of USAID/Mexico with market and financial entities and the development of market and financial mechanisms to leverage USAID/Mexico technical assistance: **30%**

(1) Serve as the Activity Manager for all initiatives within USAID/Mexico projects related to finance, including (i) the development of state-sponsored financing mechanisms for environmental projects (for example: designing the financial architecture for environmental trust funds or the parameters of a

program to finance the purchase of energy-efficient appliances) or (ii) the financing of clean energy infrastructure projects or (iii) the use of USAID financial tools such as the DCA Guarantee; (2) Serve as the AOR for the Global Development Alliance that USAID has with Evensen Dodge International; (3) Develop and/or apply appropriate risk assessment instruments to ensure that risk is shared appropriately between potential partners and USAID; (3) Research proposed USAID/Mexico collaborators: by conducting due diligence on their past, business practices and reputation, ties to other organizations/government offices; (4) Work with the USAID/Mexico office to maximize leverage for results; (5) work with members of the USAID/Mexico office to ensure that activities are appropriately documented in required reports and regular updates, including the Annual Performance Report, portfolio reviews, Congressional Presentations, briefs and talking points; (6) assist in the development and tracking of indicators designed to measure impact of USAID/Mexico's efforts at leveraging resources.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A minimum of a Master's Degree is required in a relevant field including, but not limited to, Business Administration, Business Law, Economics, Finance and Accounting.
- b. **Prior Work Experience:** A minimum of five years of professional experience in finance, banking, financial consulting, or other experience with capital markets is required. Work experience should demonstrate increasing responsibility, complexity and decision making. Experience with the responsibility for developing, maintaining and managing productive relationships with clients and prior professional experience in Mexico, including the private sector, is required.
- c. **Post Entry Training:** Training may include Principles of Foreign Assistance; Contracting Officer's Representative and/or Agreement Officer's Representative (COR/AOR) Training; USAID Global Development Alliance (GDA) and Development Credit (DCA) training; USAID/Mexico operating procedures and applicable USAID Automated Directives System (ADS) regulations; and training specific to building public-private alliances to be provided by the Development Partnership Advisor.
- d. **Language Proficiency (List both English and host country language(s) proficiency requirements by level and specialization (speak/read):** Candidate must have Level IV written and spoken English, and have proven ability to communicate quickly, clearly and concisely, and be able to prepare technical reports in both English and Spanish. Fluency in Spanish (Level IV) is also required.
- e. **Job Knowledge:** Expert and comprehensive knowledge of the legal, social and economic context in Mexico is required, as is an advanced understanding of financial, business law, and accounting concepts. In depth knowledge of the Mexican private sector, including senior contacts. An entrepreneurial attitude and an independent strong work ethic are required.
- f. **Skills and Abilities:** The applicant should possess a demonstrated ability to: (1) understand financial transactions; (2) produce professional quality analytical pieces and make oral presentations logically and persuasively to senior U.S. Government officials, private businesses, corporations and foundations, NGOs, non-traditional development organizations, other donors, and host-government officials; and (3) transmit and interpret financial aspects of USAID/MEXICO programs to senior USAID officials and Mission Management.

Candidate must possess strong negotiation, collaboration, team building, written and oral communication, and networking skills in both English and Spanish, as well as a proven ability to work independently with minimal supervision or guidance, working from core policies and written guidelines. Strong interpersonal skills are required to establish and maintain productive contacts with counterparts both inside and outside of USAID and to effectively explain USAID objectives and procedures as well as U.S. Government development assistance in a collegial and effective manner. The incumbent must also have a high degree of technical, analytical, and quantitative skills in the analysis of financial transactions. The following skills and abilities are also required: strong organizational and management skills; computer skills including ease in using advanced Microsoft Word, Google Chrome, data bases, Excel, Power Point, social media/outlets, and internet

applications; the ability to lead and work within multi-disciplinary, multi-cultural teams; creative problem-solving skills; and proven coaching/teaching skills.

The Mission is seeking an entrepreneurial, independent, self-starter, who will be responsive to client needs and possesses the agility required to work calmly, tactfully and effectively under pressure. He/she must be able to adapt to the existing technical, support, and management teams. In addition, the position requires a goal-oriented approach to the financial leveraging of technical assistance and the ability to diplomatically confront and resolve institutional bureaucratic problems in the design and management of market and financial transactions.

16. POSITION ELEMENTS

- a. **Supervision Received:** The USAID Project Management Specialist will work under the general supervision of the EGE office director and in close collaboration with the clean energy team lead. The Project Management Specialist will also need to determine what the needs of the other technical offices are for financial/market expertise. Assignments are made orally and in writing. The Project Management Specialist will be responsible for identifying and developing opportunities where specialized financial/market expertise can increase the impact of projects. The Project Management Specialist will discuss the progress of initiatives undertaken and new initiatives under consideration on a regular basis with his supervisor. Work will be evaluated in terms of results achieved.
- b. **Supervision Exercised:** The employee will not have direct supervisory responsibilities. However, s/he will provide guidance and training to USAID/Mexico staff, including United States Direct Hire Officers and Locally Employed Staff as well as to USAID/Mexico's implementing partners. S/he will also be responsible for overseeing/managing financial activities whether as standalone projects or initiatives within USAID/Mexico projects and partnerships and for maintaining productive communications and coordination with senior-level managers from partner organizations and implementers
- c. **Available Guidelines:** Guidelines include the USAID/Mexico Country Development Cooperation Strategy, Project Appraisal Documents; the Embassy Mexico Integrated Country Strategy (ICS); the USAID Automated Directives System and Federal Acquisition Regulations; the Government of Mexico's National Development Plan; and USAID/Mexico's contracts and cooperative agreements with implementers.
- d. **Exercise of Judgment:** As the employee is expected to work with a great deal of independence while representing USAID in discussions on financial transactions, s/he must be able to establish priorities, adhere to and meet established deadlines, and perform duties with minimal guidance. He/she must be both pro-active and self-directed.
- e. **Authority to Make Commitments:** As a Contracting Officer Representative (COR)/Agreement Officer Representative (AOR), he/she will be authorized to make operational commitments regarding specific acquisition and assistance instruments under his/her authority.
- f. **Nature, Level, and Purpose of Contacts:** As the principal interlocutor and relationship manager for the financial dimension of the USAID/Mexico portfolio, the incumbent will interact routinely with USAID/Mexico colleagues and management (CORs, AORs, technical and support office directors, and the Front Office), as well as USAID/Washington officials (Bureau for Latin America and the Caribbean, Bureau for Economic Growth, Trade, and the Environment Office of Development Partners). Incumbent will need to explain financial structures and instruments, USAID goals and objectives, and applicable policies and regulations to actual and potential financial transactions. The position holder must also be able to grasp and then teach potential partners about the variety of financial mechanisms available to USAID. Finally, he/she must also be able to transmit and interpret applicable Mexican Government policies and regulations and transmit and interpret interlocutors' concerns to senior USAID officials; must also effectively interact with senior officials from other U.S. Government agencies on the U.S. Embassy Country Team. The applicant should have a demonstrated ability to produce and present quality

analytical pieces logically and persuasively to senior U.S. and GOM officials, private businesses, corporations, foundations, NGOs, other non-traditional development organizations, and other donors operating in Mexico.

- g. Time Expected to Reach Full Performance Level: One year