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	2. Agency	3a. Position Number
Mexico City	Department of Defense -ODC	312801 ADEF15

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 HRO/FRC	Program Specialist, 4001	FSN-10		
b. Other				
c. Proposed by Initiating Office				

6. Post Title of Position (*if different from official title*)	7. Name of Employee
Humanitarian Assistance Specialist	
8. Office/Section Office of Defense Coordination	a. First Subdivision Air Force Section
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*)

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.

_____
Printed Name of Admin or Human Resources Officer

_____ _____
Signature of Admin or Human Resources Officer Date (*mm-dd-yyyy*)

13. Basic Function of Position

The incumbent is responsible for developing, planning, coordinating, and executing United States Northern Command (NORTHCOM) Humanitarian Assistance projects in Mexico. Anticipates and identifies Government of Mexico requests for projects with the Chief, Humanitarian Assistance Section and Chief, USODC. Advises and recommends to the Chief, Humanitarian Assistance Section ODC, US Country Team, USNORTHCOM, U.S. Agencies, Mexican Agency Secretariats, Mexican Defense Secretariats, on available options to satisfy long and short-term Department of Defense Humanitarian Assistance programs and projects future requirements.

14. Major Duties and Responsibilities

50% of Time

Independently communicates directly with high-ranking Mexican and USG military and civilian officials. Illustrates and negotiates US government interests in face-to-face meetings with the Government of Mexico disaster preparedness, social development, and health related decision-makers. Ensures that plans, initiatives, and projects are consistent with all associated authorities, USNORTHCOM capacity plans, and Chief of Mission objectives. Analyzes and compiles Humanitarian Assistance projects requirements and formulates plans to fill support and training needs for all US-sponsored Humanitarian Assistance (HA) initiatives to Mexico to further US foreign policy objectives.

40% of Time

Develops short and long-term strategies for meeting Government of Mexico HA related requests. Manages approximately 40-50 HA projects and events to include: Overseas Humanitarian, Disaster Assistance and Civic Aid (OHDACA) - funded projects, Minimum Cost Projects (MCPs) and Knowledge Exchange (KE) events in excess of 10 million US dollars.

- Coordinates funding and purchasing requirements with ODC finance section, as well as US Consulates, host nation, and USNORTHCOM J9 for MCPs.
- Submits and manages HA projects and MCPs through Overseas Humanitarian Shared Information System (OHASIS)
- Coordinates with US and Mexican agencies for the importation of HA related equipment.

10% of the Time

Communicates and coordinates all aspects of informational exchanges between US Government HA functions and Government of Mexico agencies.

- Acts as a non-voting member of the Humanitarian Assistance Working Group (HAWG) within the Country Team. As such, the incumbent will receive input and prepare products related to all proposed projects for US Northern Command action that come from the consulates and from within the Mexico City Country Team. Incumbent will assist the HAWG as needed in organizing the quarterly meetings for the interagency to vote on what is sent forward to the AMB/DCM for concurrence before they are forwarded to US Northern Command for consideration.
- Secures preparation of all correspondence related to HA projects, both in English and Spanish. Generates and translates HA program documents in English and Spanish to and from Government of Mexico and US agencies. Coordinates with ODC Budget section to hire interpreters for HA meetings or training events as needed.
- Coordinates for reception, transportation, and lodging requirements from the US related to HA and escorts VIPs in and out of the embassy as necessary, as well as Mexican civilian and military installations.
- May require occasional travel within Mexico and the US on a scheduled-basis. However, may warrant unscheduled travel away from the duty station in support of Humanitarian Assistance / Disaster Response DoD mission due to unforeseen man-made or natural disasters.

Escorts US and Mexican military and civilian officers on visits to US and Mexican governmental agencies including schools, headquarters, and military installations and carries out any other necessary logistical and administrative functions.

15. Qualifications Required For Effective Performance

a. Education:

Completion of Bachelor's degree in International studies, Government, Engineering, Humanities, Sociology, Meteorology, Medical, Nursing, Military or Disaster Preparedness studies, Economics, Business Administration, Business Management, Public Administration, Political Science, English or Spanish Language, History, Government, Accounting, Defense and Security Studies, Law Enforcement, Public Affairs, Public Media, or Spanish/English Translation and Interpretation.

b. Prior Work Experience:

Five years working within a Mexican interagency environment; managing, developing, and coordinating HA related projects. Including one year working or coordinating with any US interagency on HA related matters.

c. Post Entry Training:

Ongoing on-the-job training is required to maintain proficiency in OHASIS database, Microsoft office training, internet procedures and duty-related training as required. Also, USNORTHCOM 101 at Peterson AFB, Colorado and Joint Humanitarian and Operations Course at USSOUTHCOM at Miami, Florida. SMITH System training

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

Fluent Spanish/English, minimum level 4 in each language. Must be able to produce professional level translations from either language to the other with minimal or no supervision.

e. Job Knowledge:

Incumbent must cultivate and maintain harmonious working relationships with representatives of members of the Country team, and US agencies. Must understand Government of Mexico organization and role of the Mexican National Civil Protection System, The Department of Social Development and Health, and other agencies as required. Extensive knowledge of Mexican/US culture is required.

f. Skills and Abilities:

Must be able to type a minimum of 30 wpm in both English and Spanish. Must be able to compose well-written correspondence in both English and Spanish. Must possess initiative, creativity, and resourcefulness. Must have a regular driver's license.

16. Position Elements

a. Supervision Received: Incumbent receives direct supervision from the ODC Air Force Section Chief, who also carries out duties of the Chief of Humanitarian Assistance.

b. Supervision Exercised: None

c. Available Guidelines:
Military services regulations and Standard Operating Procedures. US Embassy Administrative Procedures and Instructions. Verbal guidance of supervisor and ODC Staff Officers.

d. Exercise of Judgment:

Must be able to exercise sound judgment as he/she will handle sensitive information.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:
Daily communication with supervisors, communicates with other section chiefs for coordination of tasks, suspenses, and projects.
External Communication: Requires daily communication with other offices within the Embassy in order to coordinate meetings and office calls; communication with US and Mexican Military Personnel from mid to a high level on a daily basis.
Oral Communication: Oral Communication is Critical. Incumbent is expected to provide limited interpretation services when a qualified interpreter is not available. Expected to express herself/himself articulately and clearly in English and Spanish in order to converse with the Mexican and US Protocol Secretaries. An extensive technical vocabulary will develop over time in the position.
Routine transmission of ODC information to and from our Headquarters in Colorado Springs.
Tact and Diplomacy are needed on a daily basis to work with SRE, SEDENA, SEMAR, SSP, and other Mexican entities.
Required to frequently influence and persuade our external contacts.
Written Communication: Expected to be proficient in translating English to Spanish and Spanish to English diplomatic documentation. Individual generates and translates ODC HA official and diplomatic correspondence, which is presented at the highest levels of the Mexico State Department.

g. Time Expected to Reach Full Performance Level:

One year