

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 City, Mexico	2. AGENCY USAID	3a. POSITION NO. 312872100048
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CAI-D75
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.: _____ Title: _____ Series: _____ Grade: _____

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 Development Assistance Specialist (Public Private Partnership), FSN-4005	FSN-10		
b. Other:				
c. Proposed by Initiating Office:	Project Development Specialist, FSN-4005	11	DD	1/29/2015

6. POST TITLE POSITION (if different from official title) Partnership Advisor	7. NAME OF EMPLOYEE Vacant
8. OFFICE/SECTION: USAID/Mexico - Program 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.	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 holder of this position serves as a Technical Advisor to USAID/Mexico in the development and management of public-private partnerships with Mexico's public, private, non-governmental, and charitable and philanthropic sectors. He/she will assist USAID/Mexico technical teams in the implementation and continual enhancement of its newly established Partnership Approach, while ensuring that Mission technical teams develop the corresponding planning and operational skills.

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

1. Assist in the implementation and continual enhancement of the USAID/Mexico Partnership Approach (PS): **45%**

(1) Raise USAID staff awareness of the Mexican partnership environment through extensive networking and desk research on organizational and Corporate Social Responsibility (CSR) initiatives and common objectives, and by donor (potential partner) prospecting through personal contacts and direct communications; (2) identify potential alliance partners and develop relationships with private businesses, corporations, philanthropists and foundations, non-governmental organizations, U.S. Government agencies, and other non-traditional development organizations; (3) provide oversight and guidance to contractors and grantees to initiate, develop, or expand partnerships based on the established Country Development Cooperation Strategy (CDCS) Development Objectives; (4) guide USAID/Mexico technical team discussions/negotiations with potential partners, including pre-meeting preparations, concept note development, establishing proposed criteria for building and maintaining partnerships, opportunity structuring including leverage options, and development of partnership metrics; (5) facilitate information sharing/communications between potential partners and USAID technical teams; (6) Attract financial resources and investments that can be leveraged to address USAID/Mexico CDCS goals and objectives; and (7) develop and sustain close collaborative, professional relationships with senior Government of Mexico (GOM) officials.

2. Manage and/or oversee the technical aspects of partnerships: **30%**

(1) Backstop or serve as the Activity Manager that oversees partnership agreements; (2) in coordination with the USAID/Mexico Financial Management Office (FMO) and Acquisition and Assistance Office (OAA), develop and/or apply appropriate risk assessment instruments to ensure that risk is shared appropriately between potential partners and USAID; (3) assist technical offices in researching proposed partners to include conducting due diligence on their past alliances, business practices and geographic focus, CSR programs, ties to other organizations/government offices, and so forth; (4) continually work with technical offices to maximize partnership results; (5) work with technical teams to ensure that activities are appropriately documented in required reports and regular updates given to USAID stakeholders and external development partners, 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 public-private partnership efforts, and revise the Partnership Approach and Partnership Action Plan (PAP) as necessary; and (7) coordinate with technical offices to provide regular updates to USAID/Mexico senior leadership as required, including management of the Mission's database that tracks potential and existing partnership opportunities.

3. Increase the capacity of USAID staff and implementing partners to build and promote public-private partnerships: **25%**

(1) Provide USAID/Mexico staff with ongoing technical training, expert advice, and coaching on best practices for building and managing partnerships; (2) develop templates for external communications and quickly adapt to and mobilize implementing partners to maximize opportunities; (3) assist in developing formal Partnership Development and Management training materials; (4) assist in

developing written technical and support office Partnership Approach roles and responsibilities; (5) work closely with the USAID/Mexico Development Outreach and Communications Specialist in the development and utilization of effective outreach tools and social media interventions.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A minimum of a Bachelor's Degree is required in a relevant field including, but not limited to, Business Administration, International Relations, Development Studies, Public Administration, Economics, and Accounting.
- b. **Prior Work Experience:** A minimum of five years of related professional experience is required. This includes a combination of development experience with increasingly responsible project design and management experience in public-private partnership building, including negotiating partnerships, performance monitoring and reporting, and maintaining productive communications, and/or significant related experience in the design and management of CSR programs. 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 social and economic development, project design and budgeting and substantive goals and objectives of USAID/Mexico as articulated in the CDCS, as well as the general USAID mission worldwide. Comprehensive knowledge of the Mexican private sector, non-governmental organizations (NGO), and philanthropic sectors, including sector contacts and business objectives, and established Mexican-based CSR programs. An entrepreneurial attitude and an independent strong work ethic is required.
- f. **Skills and Abilities:** The applicant should possess a demonstrated ability to: (1) develop public-private partnerships or similar alliances (preferably in Mexico) and/or develop and manage private sector CSR or philanthropic programs; (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 partner and potential partner program-related concerns 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 development activities and policies. 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 partnership building and assistance and the ability to diplomatically confront and resolve institutional bureaucratic problems in the design and management of partnerships.

16. POSITION ELEMENTS

- a. **Supervision Received:** The employee will be supervised by the Supervisory Program Officer, a U.S. Citizen in the USAID/Mexico Program Office.
- b. **Supervision Exercised:** The employee will not have direct supervisory responsibilities. However, s/he will provide guidance and training to USAID/Mexico technical teams, 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 partnerships and for maintaining productive communications and coordination with senior-level managers from partner organizations and corporations.
- c. **Available Guidelines:** Guidelines include the USAID/Mexico CDCS, Partnership Approach and Partnership Action Plan (PAP); the Embassy Mexico Integrated County Strategy (ICS); the USAID Automated Directives System and Federal Acquisition Regulations; the Government of Mexico's National Development Plan; and the CSR programs of actual and potential partners.
- d. **Exercise of Judgment:** As the employee is expected to work with a great deal of independence while representing USAID in discussions with current and potential partner entities, 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:** The employee is authorized to negotiate public-private alliances up to the point where negotiations may be finalized and incorporated into an Agreement or Memorandum of Understanding (finalizing these documents and signing on behalf of USAID will be the responsibility of the Office of Acquisition and Assistance, the Program Office, and the Mission Director). 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 between USAID and private sector, philanthropic organizations and foundations, etc., 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, Education, and Environment, and the Office of Development Partners). Incumbent will need to explain partnership structures and instruments, USAID goals and objectives, and applicable policies and regulations to actual and potential partners. The position holder must also be able to grasp and then teach potential partners about the variety of partnership 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 partner 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