

Position Vacancy

U.S. Embassy, Mexico

Announcement



No: 14/42

Open to: All Internal Candidates

Position: CAI-D72 Program Development Assistant, FSN-9

Opening Date: June 13th, 2014.

Closing Date: June 27th, 2014.

Work Hours: Full-time; 40 hours/week

Salary: Ordinarily Resident (OR): \$363,110.33 pesos per year (FSN-9 starting salary)

(Note: All ordinarily resident applicants must have the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

The U.S. Embassy in Mexico City is seeking an individual for the position of Program Development Assistant in the U.S. Agency for International Development (USAID).

Basic Function of Position

The Program Development Assistant provides vital administrative support to the Mission's Program Office that relate to USAID/Mexico-wide processes and systems. S/he is responsible for maintaining the accuracy of information related to: program budget, unsolicited and solicited applications and proposals, Freedom of Information Act (FOIA) requests, and Program Office correspondence and records. The incumbent supports coordination and logistics functions by maintaining calendars and action trackers, supporting and tracking Program Office communications, providing logistic al support for Program Office meetings and Mission-wide and Embassy-related events and visits and serves as the Program Office liaison with the Executive Office on matters pertaining to records, travel and supplies. The incumbent plays a vital Program Office role in tandem with the Senior Program Development Specialist in tracking the program budget of approximately \$50 million annually. S/he serves as the Mission Point of Contact and expert for OPS Master.

A copy of the complete position description listing all duties and responsibilities is available at <http://wha.p.state.sbu/sites/mexicocity/mexicosites/DOS/HR/Shared%20Documents/Forms/AllItems.aspx>

Required Qualifications

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- Two years university of professional education.
- Four (4) years of professional experience in a responsible position involving office administration, logistics and accounting/budget functions.
- Level IV (fluent) English and Spanish (speak/read/write) is required. (Please see section "To Apply" on pg 2 for test instructions).
- Must be proficient in Microsoft and Google applications.

Selection Process

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

All applicants must pass a rigorous security certification process.

Funds availability limits this position to the Locally Employed (LE) Staff local compensation plan.

Additional selection criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.

To apply:

Interested applicants for this position **MUST** submit the following or the application **WILL NOT BE CONSIDERED:**

- **Universal Application for Employment (UAE) form.**
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf> **plus**
- Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- Non-Native Spanish speakers. For Spanish test, applicants should contact Carmen Caballero at extensions 4336 on M-W-F from 4:30 to 5:30. Non-EFMs, will be responsible for test fee.
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- TOEIC Review Quality, Ahumada Villalón No.36 Ofic.105 Esq. Juan O'donojú, Col. Lomas Virreyes, Delega. Miguel Hidalgo 11000 Mexico, D.F., tel. 5540-3555/5540 3959/5540-0334/5540-7242. (Valid for two (2) years) **or**
- TOEFL (iBT/ITP/PBT). Information: <http://www.iielatinamerica.org/cgi-bin/contenido.pl?p=centrositp> or <http://www.usembassy-mexico.gov/bbf/bftoefl.htm> (Valid for two (2) years)
- The scores for Level IV English (fluent) are : (TOEFL iBT 106+ or TOEFL ITP/PBT 620+ or TOEIC PBT 850+)

Submit application to:

Human Resources Office
American Embassy
Paseo de la Reforma #305 (PB)
Col. Cuauhtemoc
06500 Mexico, D.F. or

E-mail: MexicoCityHRHD@state.gov (Please refer to position number in subject line of e-mail.) i.e. **CAI-D72 Program Development Assistant**

Please check the U.S. Embassy web site for future vacancy announcements: <http://www.usembassy-mexico.gov/sPersonnel.html>

Definitions

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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