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**POSITION VACANCY ANNOUNCEMENT/ 16-46**

OPEN TO:	All Interested Candidates
POSITION:	CAI-D65 Development Program Specialist (Budget) FSN-11
OPENING DATE:	May 27, 2016
CLOSING DATE:	June 24, 2016 (11:59 pm, Mexico City Time)
WORK HOURS:	Full-time, 40 hours/week
PLACE OF PERFORMANCE:	U.S. Embassy, Mexico City
SALARY:	<b>\$ 634,280.31 pesos per year (FSN-11)</b>

The United States Agency for International Development (USAID) in Mexico is seeking eligible and qualified applicants for the position of Development Program Specialist (Budget).

**BASIC FUNCTION OF THE POSITION:**

The Budget Specialist position is located in the Program Office, USAID/Mexico. The primary purpose is to lead program budget resource planning, allocation and management for USAID/Mexico. The incumbent also serves as the Mission's primary point of contact for program budgeting and resource management-related issues with USAID/Washington, other U.S. Government agencies in Mexico, the Government of Mexico and other entities. The incumbent is responsible for advising technical teams on Agency and Mission policies, procedures, and guidelines related to budget planning and resource allocation and management. The incumbent is a key advisor to senior management on issues affecting budget resources and reports directly to the Director of the Program Office. The jobholder carries out the assigned duties and responsibilities in order to achieve results, maximize the impact of scarce resources, ensure prudent stewardship of resources, and comply with applicable policies and regulations.

**QUALIFICATIONS REQUIRED:**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.



1. Education: Bachelor's degree in economics, finance, management, public administration, business administration, social sciences, international development or other relevant field is required.
2. Experience: Seven years of progressively responsible, professional-level experience in program planning, financial and policy analysis, economics, performance-based management and budgeting or development assistance administration. Experience in budgeting formulation, management and execution.
3. Language: Level IV (Excellent Working Knowledge) Speaking/Reading/Writing in both English and Spanish is required.

The complete position description can be accessed here: <https://mx.edit.usembassy.gov/wp-content/uploads/sites/25/2016/05/CAI-D65-VA.pdf>

#### ADDITIONAL SELECTION CRITERIA:

1. USAID may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget and residency status.
2. Candidates must be able to obtain a security and medical clearances.

#### HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment Form (DS-174):  
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
2. Other documentation (copies of diplomas, school transcripts, certificates, awards, resume/curriculum vitae or cover letter) that fully addresses the qualifications required for the position.
3. Test scores for English language are required from one of the following institutions. Cost is the applicant's responsibility. Scores are valid for 2 years. Scores must be at or above Level IV (TOEIC PBT 850, TOEFL iBT 106, TOEFL ITP/PBT 620)
  - TOEIC Review Quality, Ahumada Villalon No.36 Ofic. 105 Esq. Juan O'donoju', Col. Lomas Virreyes, Delega Miguel Hidalgo 11000 Ciudad de Mexico. Tel. 5540-3555/5540 3959/5540-0334/5540-7242
  - TOEFL <http://www.iie.org/Offices/Mexico-City-Espanol/Evaluaciones>

#### WHERE TO APPLY:

Only electronic copies of applications will be accepted. Send via email to [mexicocityhrhd@state.gov](mailto:mexicocityhrhd@state.gov). The subject line of the email should read: CAI-D65 Development Program Specialist



***The United States Agency for International Development 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.***