

14. Major Duties and Responsibilities

Reporting Requirements

30%

Manages and drafts all OPDAT generated documentation of program achievements and metrics for DOJ HQ and funding partners. This includes after action reports, quarterly reports, cables, and other written materials as assigned. This requires requesting data and evaluations from OPDAT staff and a clear understanding of OPDAT programs. Drafts Inter-Agency Agreements for program funding and develops all performance measures in coordination with RLAs/ILAs and Department of State.

Communication Strategies

30%

Advises on OPDAT's public affairs opportunities: seeks to promote OPDAT programs through public affairs events and activities, drafts all media announcements, press releases, and social media regarding OPDAT programs, and coordinates with interagency partners at the behest of RLAs/ILAs. Drafts speeches and talking points related to OPDAT programs and goals for RLA/ILA or broader Embassy use. Advises the OPDAT RLAs/ILAs as to the best strategies to advance DOJ/OPDAT, bilateral or regional initiatives, and ICS goals using public diplomacy and interagency coordination on programs in the region. Supports RLAs/ILAs communications with Embassy senior leadership, as needed. Drafts fact sheets and briefing check lists for visitors (such as CODELs or DOJ officials) to highlight the success of OPDAT programs.

Interagency Coordination Management

25%

Manages, drafts, edits, and translates as needed Mission and Washington-produced materials that support OPDAT and ICS goals in bilateral cooperative areas in Mexico. Drafts Inter-Agency Agreements for OPDAT program proposals and assists in the process for program approvals with post and headquarters personnel. Takes responsibility for the accuracy and policy content of OPDAT-related information, statistics, and programs in these materials, and identifies key recipients in and outside of the Mission. Works hand-in-hand with interagency partners to develop joint public affairs strategies; may provide clearance on interagency documents on behalf of OPDAT. Requires in-depth knowledge of OPDAT's programs and accomplishments as well as regional legal frameworks. Represents the head of section at Embassy meetings as needed.

External Coordination

15%

Coordinates events with civil society, government officials, press, and international missions on topics related to public outreach and messaging. When required, accompanies OPDAT management on trips or to events to advise on public affairs matters. Advises on the appropriate and effective use of interviews, backgrounders, press conferences, or other public events for OPDAT management and visiting high-level DOJ officials. Will work with OPDAT partners to develop surveys and post-training evaluations to measure the success and utility of OPDAT programs and provide substantive metrics for programs and public messaging. Represents OPDAT as needed.

15. Qualifications Required For Effective Performance

a. Education:

Bachelor's degree in communications, international relations, public relations, political science or journalism.

b. Prior Work Experience:

Five years of work experience in communications, international relations, public relations, political science or journalism.

c. Post Entry Training:

N/A

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

Native English Proficiency–Level IV oral & written, Spanish -Level II oral & written

e. Job Knowledge:

Must have experience in report writing, public communication and political analysis. In order to draft reporting cables on areas related to OPDAT's programs, broad knowledge of legal frameworks and criminal justice is required. Limited organizational knowledge required at onset, time to learn about programs is necessary. At full performance level the job holder is required to have knowledge of regional security issues and agreements, understanding of the purpose of the organization, internal procedures such as interagency clearance process, funding mechanisms, and press policies.

f. Skills and Abilities:

Superior writing and analytical skills. Strong oral briefing skills. Skill in applying and adapting such knowledge to recurring, precedent assignments. Independent judgment and initiative. Knowledge and skills in the use of computers and applications.

16. Position Elements

a. Supervision Received:

The incumbent reports to the Senior RLA, who is the rating officer.

b. Supervision Exercised:

Manages and coordinates the tasking of locally-hired lawyers and program coordinators as needed regarding OPDAT communications.

c. Available Guidelines:

Applicable DOJ and Mission policy statements or broad precedents

d. Exercise of Judgment:

Self-starter who is able to make decisions related to assigned tasks with no or extremely limited guidance.

e. Authority to Make Commitments:

May make commitments with GOM counterparts within scope of public affairs duties.

f. Nature, Level and Purpose of Contacts:

The incumbent will interact directly with senior and mid-level authorities of the US and host government agencies as well as private sector providers.

g. Time Expected to Reach Full Performance Level:

Twelve (12) months