

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 Mexico City	2. Agency HHS	3a. Position Number 312801 A96-001		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade)  <input checked="" type="checkbox"/> b. New Position  <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Public Health Administrative Specialist, 0540	FSN-10		
b. Other				
c. Proposed by Initiating Office	Public Health Specialist			
6. Post Title of Position (if different from official title) Senior Public Health Specialist		7. Name of Employee TBD -- Vacant		
8. Office/Section HHS/Office of Global Affairs		a. First Subdivision Office of the HHS Health Attache		
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		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)		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.  _____ Printed Name of Chief or Agency Head  _____ Signature of Chief or Agency Head		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)		Date (mm-dd-yyyy) 05/13/2016		

#### 13. Basic Function of Position

The incumbent serves as the Senior Public Health Specialist at the U.S. Embassy, under the direction and guidance of the Health Attaché, and works in the Office of the Department of Health and Human Services (HHS) Health Attaché. A portion of the position also involves fulfilling clerical and administrative needs of this Office. In these two capacities, the incumbent is responsible for assisting the Health Attaché perform his functions in an efficient and un-interrupted manner. These functions include coordination and oversight of HHS/Office of Global Affairs (OGA) policies regarding the U.S. and Mexican governments' collaboration in health; responsiveness to Mexico's health needs and requests for assistance; the advancement of health diplomacy; and the exploration and nourishment of new opportunities for U.S. and Mexico, and U.S.-Mexico and third country collaboration in health matters. The incumbent provides strategic advice to the Health Attaché by forming and maintaining close professional relationships with Mexican officials representing government- or private-sector health concerns; non-governmental organizations with health portfolios; health-related international, academic, and scientific organizations; and government- and private-sector entities involved with international health affairs. The incumbent also has responsibility to review and analyze management- and health-related policy documents and publications, prepare reports, and as assigned, represent the Health Attaché in pertinent committees and meetings, thus updating and providing new information that allows the HHS Office to effectively perform its mission.

#### 14. Major Duties and Responsibilities

1. U.S. – Mexico health collaboration and policy guidance (35%)

Coordinates and discusses U.S.-Mexico health- and health sciences-related activities, agreements, and initiatives which involve HHS and its Operational and Staff Divisions [example, the National Institutes of Health (NIH), the Centers for Disease Control and Prevention (CDC), and the Food and Drug Administration (FDA)], principally with Mexico Ministry of Health, but also other health-related entities in Mexico as necessary. Drafts policy, decision, action, scheduling, and information documents for U.S. and Mexican government agencies (and other health-related entities in Mexico as necessary), as requested by the Health Attaché.

3. High-Level Contact and Interaction (25%)

Deals directly with individuals who are several levels of rank above his/her own, empowered by the Health Attaché in consultation with the Embassy to make these contacts and speak with authority. To this end, the incumbent facilitates access to, and maintains productive relationships with policy- and decision-making managers, officials and principals representing Mexican government- or private-sector health concerns; non-governmental organizations with health portfolios; health-related international, academic, or scientific organizations; or government- or private-sector entities involved with international health affairs.

2. Operational, administrative, and office management assistance (20%):

Manages and/or coordinates all aspects of the office and assists Health Attaché with tasks to include: (a) answering and screening phone calls; (b) maintaining and coordinating his/her calendar; (c) anticipating and arranging for the adjunct and logistical needs of the Health Attaché and visitors [examples: booking of transportation to meetings, conferences, field trips and workshops (or similar events)]; sending of calendar appointments and reminders; and setting up and troubleshooting conference calls and video-conferences; (d) arranging country clearance and other travel needs for Health Attaché and visitor (examples: booking hotel, airline and other transportation; setting up of appointments with pertinent government and non-government officials and principals; and anticipating the need and arranging transportation and other logistics (example, meals, visas and country entry requirements) for the Health Attaché and visitors; (e) maintaining inventory of office assets essential for the functioning of the office; and, (f) compiling annual budget report and accountability of expenditures; and (g) the ordering of supplies and the procurement of equipment, as necessary or indicated by the Health Attaché. These tasks will require knowledge of the Embassy and HHS/OGA internal management personnel and system (examples, e-Services, e-2 Solutions, ARIBA, and communication with OGA administrative staff) and dealing with outside vendors.

In addition, incumbent will utilize his/her language skills to translate and interpret written and verbal communications from Mexican and U.S. Officials; and, in consultation with the Health Attaché, redact and reply to correspondence in the appropriate language, employing the appropriate decorum, and following all format, protocols and document clearance requirements.

4. Project Planning and execution (10%)

Pro-actively, creatively, and independently, plans and implements technical workshops, seminars, conferences, joint working group meetings, and project development initiatives in Mexico and the United States. Pro-actively, creatively, and independently, plans and implements high-level HHS and other visitors' agendas, logistics, briefing books, and attends to other technical and logistical matters necessary for such visits.

5. Technical and Biomedical Reporting (10%)

Whether or not accompanied by the Health Attaché, the incumbent will develop a concise but sufficiently detailed written summary of the proceedings of and/or observations made at meetings, committees, work groups, operational teams, site visits at other functions in which (s)he is delegated to represent the Health Attaché. With the overall guidance of the Health Attaché, regularly reads, researches, analyses, interprets and prepares reports (verbally and/or written) regarding pertinent scientific literature, press reports, published documents and unpublished information from reliable sources (examples, official and unofficial oral and written communications of research summaries, internal policies, new developments, and major events) that will ensure that the Health Attaché is maintained updated on all pertinent matters related to health affecting the U.S. and Mexico.

6. Other duties as assigned. This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performancea. Education:

Masters or higher-level degree in Public Health (Master of Public Health (MPH); Science Public Health (MSHP); Nursing; Social Work (MSW), or Business Administration or Management (MBA). Degree or host country equivalent in international relations, public health, health policy, management, medicine or nursing field.

b. Prior Work Experience:

A minimum of 5 years of experience working in a management-, public health-, scientific-, or policy-field, with demonstrated experience working with officials representing government- or private-sector health concerns; non-governmental organizations with health portfolios; health-related international, academic, or scientific organizations; or government- or private-sector entities involved with international health affairs is required. Also, a minimum of one year experience working with the management of programs or coordination of projects is required.

c. Post Entry Training:

Training in U.S. Embassy policies and procedures is available as needed, and resources and backup are available from the Health Attaché, and HHS in Washington.

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

Level 4 (Fluent) Speaking/Reading/Writing in English and Spanish is required.

e. Job Knowledge:

Must have knowledge of political, regulatory and technical aspects of health and science ministries and agencies in Mexico, including administrative, operational and financial systems used. Must have knowledge of multinational organizations that partner with the USG in health activities in Mexico, including the World and Pan American Health Organizations, World Bank, UNICEF, and similar organizations required. Must have knowledge of health-related international and domestic non-governmental organizations. Knowledge of the function and operations of the Department of Health and Human Services and other U.S. agencies with responsibilities for health is required.

f. Skills and Abilities:

Must have the ability to work creatively, constructively, and independently with officials of the Mexican government, private-sector health concerns, non-governmental organizations with health portfolios; health-related international, academic, or scientific organizations; or government- or private-sector entities involved with international health affairs. Must have the willingness and ability to perform clerical and administrative tasks for the Health Attaché and her office. Must have the ability to coordinate multi-sector and multi-institutional activities. Excellent oral and written communication skills are required. Excellent computer skills, including, efficient typing and editing of documents, reports and correspondence, development of spreadsheets, graphics, Power Point presentations, and the researching of pertinent technical literature, databases and news articles in both English and Spanish is required. Must have the ability to review and analyze health-related policy documents and publications and to synthesize, prepare (written and/or oral) reports regarding technical, political and diplomatic information for the Health Attaché. As assigned by the Health Attaché, must have and maintain the knowledge base and diplomatic skills necessary to represent him at official and technical functions.

16. Position Elementsa. Supervision Received:

Overall supervision from the Health Attaché.

b. Supervision Exercised:

None.

c. Available Guidelines:

US Embassy locally employed staff personnel rules and regulations. Public health and disease prevention guidelines from the U.S. government health agencies and international organizations such as the World Health Organization. Technical or scientific publications on private and public health programs. Multi and bilateral health-related agreements or initiatives involving the USG, Mexico and other foreign countries.

d. Exercise of Judgment:

Sound judgment is necessary as many of the duties will require independent activity and evaluation of conflicting factors or diplomatic/political/economic or international concerns.

e. Authority to Make Commitments:

Incumbent will have authority to make commitments necessary for implementation of programs and activities as specified by the Health Attaché and the agency's approved strategies.

f. Nature, Level and Purpose of Contacts:

Incumbent will interact with individuals at many levels, including high level officials, to coordinate multi-institutional activities, develop agendas, and exchange information of high political importance with the Government of Mexico, and with public, private community and non-governmental sectors.

g. Time Expected to Reach Full Performance Level:

12 months: