



POSITION VACANCY ANNOUNCEMENT/ 16-53

OPEN TO: All Interested Candidates

POSITION: CAI-D68 Project Management Specialist (HR) FSN-12

OPENING DATE: June 29, 2016

CLOSING DATE: July 27, 2016 (11:59 pm, Mexico City Time)

WORK HOURS: Full-time, 40 hours/week

PLACE OF PERFORMANCE: U.S. Embassy, Mexico City

SALARY: **\$ 708,993.57 pesos per year (FSN-12)**

The United States Agency for International Development (USAID) in Mexico is seeking eligible and qualified applicants for the position of Project Management Specialist (Human Rights).

BASIC FUNCTION OF THE POSITION:

The Human Rights Team Leader serves as the senior Foreign Service National (FSN) professional responsible for leading a highly-sensitive and vastly-expanding \$5 million/fiscal year human rights portfolio, which comprises one of Justice and Citizen Security's (JACS) three development objectives. As the Human Rights Team Lead, s/he undertakes sector and policy analyses, establishes the overall direction and management for the Mission's human rights activities, and provides advice to the JACS Office Director, the Mission's Front Office, USAID/Washington, and USAID/Central America and Mexico. Given the cross-cutting implications of human rights across the Mission's entire portfolio (three other development objectives), s/he also provides analysis and advice on issues related to crime and violence prevention, justice, and the environment. Moreover, s/he co-leads the Embassy's inter-agency human rights working group with a US Embassy Political Section FS-2 Foreign Service Officer. Finally, s/he is the de facto Mission lead on gender issues.

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: Master's degree in a field relevant to development assistance, such as political science, law, public policy/administration, sociology, anthropology, and international development, etc.
2. Experience: Seven years of progressively responsible, professional-level experience in the democracy and governance sector, with a specialty in human rights related themes (e.g. journalist, protection, protecting human rights defenders, migrant issues, women's rights, criminal justice, etc.) in Mexico.
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.usembassy.gov/wp-content/uploads/sites/25/2016/07/PD-CAID-68-.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 certifications.

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. The subject line of the email should read: CAI-D68 Project Management Specialist.



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FROM THE AMERICAN PEOPLE

*Embassy of the United States of America
Mexico City, Mexico*

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