



POSITION VACANCY ANNOUNCEMENT/ 16-62

OPEN TO: All Interested Candidates

POSITION: CAI-D80 Supervisory Executive Specialist FSN-11

OPENING DATE: July 26, 2016

CLOSING DATE: August 23, 2016 (11:59 pm, Mexico City Time)

WORK HOURS: Full-time, 40 hours/week

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

SALARY: **\$ 634,280.31 pesos per year (FSN-11)**

The United States Agency for International Development (USAID) in Mexico is seeking eligible and qualified applicants for the position of Supervisory Executive Assistant.

BASIC FUNCTION OF THE POSITION:

The Supervisory Executive Specialist (Deputy EXO) position is established to serve as a full Deputy to the USAID/Mexico Executive Officer. Incumbent performs the full extent of Executive Office duties permitted by U.S. Government regulations and USAID policies. As alter-ego to the U.S. Direct Hire supervisor, the incumbent is responsible for planning and executing all administrative management functions of the Executive Office, subject to signatory approval of the Executive Officer.

The Executive Office of USAID/Mexico is responsible for overseeing and managing the provision of logistical and administrative services in support of the programmatic and personnel management of USAID in Mexico. The EXO is responsible for the development of plans for administrative support functions that must be provided to accommodate program operations. USAID/Mexico has undergone administrative consolidation with ICASS, but the EXO retains responsibility for ensuring that excellent administrative services are provided through ICASS 20+ services. The incumbent is responsible for the direct supervision of four personnel.

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: Completion of education in an undergraduate degree in business administration, engineering, financial management, or a field related to administrative management is required.
2. Experience: Five years of progressively responsible experience in two or more phases of administrative management, particularly as related to the supervision and provision of administrative/logistic support services.
3. Language: Level IV (Fluent) 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/25/2016/07/PD_-VA-CAI-D80.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-D80 Supervisory Executive Specialist.



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FROM THE AMERICAN PEOPLE

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

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