INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
MEXICO	USAID	312872100032
3b. SUBJECT TO IDENTICAL POSITIONS? ☐ Yes ☒ No		CAI-D68

Agencies may show the number of such positions authorized and/or established:

4. REASON FOR SUBMISSION

☒ a. Reclassification of duties: This position replaces

Position No.: CAI-D68 Title: Project Management Specialist Series: 4005 Grade: 11

☐ b. New Position

☐ c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	**USAID Project Management Specialist (Human Rights), FSN-4005**	**FSN-12**		
b. Other:				
c. Proposed by Initiating Office: USAID/Mexico/JACS	Project Management Specialist (Human Rights)	12	DC	

6. POST TITLE POSITION (if different from official title) Human Rights Team Leader	
8. OFFICE/SECTION: JACS	a. First Subdivision: Justice and Citizen Security Office (JACS)
b. Second Subdivision: USAID/Mexico	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE — Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR — Date (mm-dd-yy)
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.**	**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.**

13. BASIC FUNCTION OF 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 JACS's 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.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

Key Aspects of the Job:

Program Management (45%): The Human Rights Team Lead both serves as the Agreement Officer's Representative (AOR) and manages a subordinate who serves as an AOR for cooperative agreements and grants valued at $25 million over the course of the Mission's Country Development Cooperation Strategy (CDCS), 2014-2018. S/he functions as the principal liaison with USAID implementing partners, and negotiates on behalf of USAID/Mexico with implementing partners regarding programmatic implementation. In addition, s/he recommends actions to partners regarding program activities and follow up on these recommendations to ensure that they are carried out specifically and accurately. S/he provides technical assistance to local implementing partners to ensure that they meet USAID program management requirements. S/he develops and/or oversees the development of scopes of work, Modified Acquisition and Assistance Request Documents, and other documents required to ensure that expected results are achieved in a timely basis. S/he assumes responsibility for compliance with all USAID program, financial management, and audit requirements. S/he provides quality control and direction for program evaluation, and analyzes and reports on progress toward achieving program goals and objectives. S/he ensures that Monitoring and Evaluation Plans for partners are accurate and up to date. S/he drafts input for annual portfolio reviews, USAID Annual Performance Reports, Operational Plans and the Mission CDCS based on his/her own technical analysis, as well as contractor/grantee plans and reports. The Human Rights Team Lead supervises one foreign service national (FSN) and is responsible for training and mentoring the FSN on program management.

Bi-National and Interagency Coordination for Human Rights (35%): The Human Rights Team Lead serves as the principal USAID/Mexico human rights liaison with key actors in the sector-assigned area, including high-level Government of Mexico (GOM) officials (i.e., state level Attorney Generals, governors, Minister, vice-minister and director general levels from the Office of the President, Secretariat of Foreign Relations (SRE), Secretariat of Governance (SEGOB), federal Attorney General's Office (PGR), National Commission on Human Rights (CNDH), and the Secretariat of Public Security (SSP)), International Human Rights Representatives, civil society leaders, other donors, U.S. Government officials, and USAID staff. S/he develops and maintains high level contacts with the GOM and civil society to generate dialogue and forge consensus. At times, this may require being embedded in GOM entities for extended periods of time. S/he co-leads the US Embassy's inter-agency working group on human rights and is the Mission's primary participant in the US Embassy's inter-agency gender working group. The incumbent takes initiative and works independently, while keeping supervisors informed, as appropriate.

Strategic Planning and Program Development (20%): The Human Rights Team Lead serves as the Mission expert in the design, development, implementation, and monitoring of human rights activities, provides guidance on politically-sensitive issues, and prepares sector and policy analysis, studies, reports, speeches, and briefing papers. In addition, s/he, as requested by the GOM, carries out and builds the capacity of GOM officials to carry out assessments that inform GOM human rights strategic planning. The incumbent is also in charge of developing, implementing, monitoring and evaluating USAID's human rights strategy. This involves interaction with senior staff from JACS, USAID, interagency and the GOM. The incumbent also contributes to the team leader from the three other development objectives in the Mission his/her expertise to strategy development and activity design. Moreover, she provides guidance and advice to the USAID/Central America and Mexico regional mission in both the design and award of human rights procurements. S/he monitors and analyzes the national and international human rights context and uses collected data to assist USAID and the broader US Embassy community in making adjustments to program plans and strategies, as necessary. S/he serves as the principal point of contact for USAID/Washington, Front Office, and the Embassy on requests for human rights related information, briefing papers and technical support for high-level visitors.

The Human Rights Team Lead also performs other job-related duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: The incumbent must possess must possess a Master's degree in a field relevant to development assistance, such as political science, law, public policy/administration, sociology, anthropology, and international development, etc.

b. Prior Work Experience: The incumbent must have at least 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.

c. Post Entry Training: Program/Project Design and Management course, Assistance and Acquisition courses for Agreement and Contracting Officers Representative (AOR and COR), Financial Management Overview course, and on-the-job training and orientation in USAID programs, procedures, and documentation. USAID/Washington and or Regional Democracy Conferences, when available.

d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV English (spoken and written), Level IV Spanish (spoken and written) are required.

e. Job Knowledge: The incumbent must have an in-depth knowledge of the human rights sector with a particular focus on the Mexican context. S/he must possess thorough knowledge of host-country legislation related to the human rights sector, international human rights legislation, and U.S. Government legislation related to development assistance. S/he must be able to acquire a highly detailed understanding of how USAID operates including USAID procedures, programming policies, regulations and documentation, strategy development, monitoring and evaluation methodology, and results measurement.

f. Skills and Abilities: The incumbent must be able to establish and maintain contacts with high level USG and GOM officials, international human rights representatives, civil society leaders, other donors, and USAID professionals. S/he must be able to explain to senior USAID and USG officials the priorities, concerns, and attitudes of host country officials, and vice versa. The incumbent must demonstrate the ability to follow, objectively analyze and articulate (orally and in writing) to senior level managers and decision makers democratic and government trends, especially in the human rights sector, and related complex issue in the country and their overall impact on USAID programs. S/he must have excellent analytical, judgment, planning, management, organizational, supervisory and teamwork skills. Given the highly-sensitive nature of human rights in Mexico and the bilateral relationship between the US and Mexico, s/he must have exceptional political skills. The incumbent must have the ability to handle stress and competing demands in order to complete work in a timely manner. S/he must also have a strong working knowledge of Microsoft Office software such as Excel, Word and Power Point.

16. POSITION ELEMENTS

a. Supervision Received: The incumbent receives direct supervision from the JACS Office Director. Once given the general framework within which to work, s/he must be able to work with little or no supervision.

b. Supervision Exercised: In addition to the grantees for the programs s/he manages, the incumbent will supervise one FSN professional (an FSN-10).

c. Available Guidelines: U.S. legislation, USAID Automated Directives System (ADS), USAID Mission Orders, FAM Manuals, Administrative Notices, Contracts, Grants, other agreements, etc.

d. Exercise of Judgment: Must exercise excellent judgment in terms of making decisions and recommendations on highly-sensitive human rights issues. S/he must be able to make sound recommendations that require few or no revisions or changes. S/he must be able to judge quality of information provided by implementing partners and deal effectively with them. The incumbent must be able to listen to contradictory points of view and demonstrate sound judgment, particularly in support of or explanation of USAID programs, policies and procedures. The incumbent is responsible for planning his/her own daily, weekly, monthly and annual work. S/he exercises a great deal of independence. S/he must exercise sound judgment in establishing priorities for numerous requests and selecting the appropriate courses of action.

e. Authority to Make Commitments: While the incumbent must clear recommendations through the JACS Office Director when dealing with politically sensitive issues, s/he is permitted to and must be able to make sound recommendations that require few or no revisions or changes. The incumbent exercises those responsibilities delegated to him/her by the Regional Contracting Officer in the AOR designation letter.

f. Nature, Level, and Purpose of Contacts: Contacts are with all levels of USAID and the U.S. Embassy and require detailed written and verbal explanations of complex issues. The incumbent also serves as the principal USAID/Mexico human rights liaison with key actors in the sector-assigned area, including high level GOM officials, international Human Rights Representatives, civil society leaders, other donors, U.S. Government officials and USAID JACS professionals. S/he maintains high level contacts with the GOM and civil society to generate dialogue and forge consensus on important human rights related issues. Communications with said actors also requires detailed written and verbal explanations of complex issues. Work can be demanding and require giving advice or persuading contacts regarding human rights related issues.

g. Time Expected to Reach Full Performance Level: 18-24 months.