

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST

Mexico City, Mexico

2. AGENCY

USAID

3a. POSITION NO.

312872100053 CAI-D80

3b. SUBJECT TO IDENTICAL POSITIONS? Yes No

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.: _____ Title: _____ Series: _____ Grade: _____

b. New Position

c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Supervisory Executive Specialist FSN-0105	FSN-11		
b. Other:				
c. Proposed by Initiating Office:	Supervisory Executive Specialist	11	MS	5/13/2016

6. POST TITLE POSITION (if different from official title) DEPUTY EXO	7. NAME OF EMPLOYEE VACANT
8. OFFICE/SECTION: USAID/Mexico	a. First Subdivision: EXO
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p>		
<p>Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)</p>	<p>Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)</p>		
<p>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.</p>	<p>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.</p>		

13. BASIC FUNCTION OF 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 position is located in the Executive Office of a medium-sized USAID Mission. The incumbent is responsible for the direct supervision of the following personnel: Mission Director Chauffeur, ICASS Liaison, the Training/Travel/Procurement/Records Management Assistant and the Office Secretary.

In the absence of the Executive Officer, the Supervisory Executive Specialist serves as acting Executive Officer, representing the Executive Office (EXO) at the Senior Staff level, providing administrative approval for procurements, payments, personnel actions and other administrative actions. During times serving as acting, all EXO personnel will temporarily report to this position.

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.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****a. Leadership and Supervision – 50%**

The incumbent provides direct supervision for the following Executive Office functional areas:

- Provision of ICASS services to the USAID Mission
- Travel
- Training
- Records Management
- USAID Purchase Card and other Administrative Procurements
- Provision of Chauffeur services to the Mission Director's Office
- Maintenance of Mission Vehicle Fleet
- Management of Supplies
- Mail Services
- Special Projects, VIP Visits and Representation Events Management
- Logistics for the Mission Director Residence and Alternate Office
- Secretarial services for 3 offices

Supervises 4 EXO staff in providing the above mentioned services - Assigns tasks, provides guidance, and monitors performance. Approves Time and Attendance, overtime, and annual leave usage. Prepares performance evaluation reports and recommends employees for awards, promotions, or disciplinary action. Provides input on ratings of office employees evaluated by the Executive Officer, identifying employee strengths and weaknesses. Schedules office staff meetings to facilitate communication. Approves visitor access to the USAID office in conjunction with Regional Security Office guidelines. Ensures mentoring and guidance on all activities assigned to staff in the above mentioned areas.

b. Provision of Executive Office Services – 50%

Represents USAID/Mexico within the Interagency - Specifically within the Management Section of the Mission which provides ICASS Services, represents and works with ICASS providers to improve services to USAID/Mexico. Develops standard operating procedures and assists in the development of Memorandums of Understanding for ICASS services.

INTERAGENCY FSN EMPLOYEE POSITION DESCRIPTION

Represents the Executive Office within USAID/Mexico - Attends weekly Executive Office meeting with the Mission Director Office and ensures that actions assigned during such meetings are carried out in a timely manner. Attends Senior Staff meetings when the Executive Officer is absent.

Provides expert advice to USAID Mission Management on the full range of management functions, strategies, and resources. Coordinates the issuance of all Mission Orders and Mission Notices on policies and procedures applicable to the entire Mission. Personally drafts, or participates in drafting, those areas related to the Management functions of the Mission. Conducts studies, and advises the Executive Officer and Mission management on improving the overall performance of the Office, to ensure the most effective utilization of personnel, including reorganization of Office functions, realignment of duties or work schedules, etc. Participates fully in the annual development of the Operating Expense Budget and Annual Procurement Plan process.

Manages USAID Special Projects, VIP Visits and Representation Events – Ensures events are well-planned, organized, funded and logistically managed.

Manages Space Planning and Allocation - Provides detailed planning assistance regarding the Mission's logistical needs and requirements in terms of functional space allocation.

Systems & Procedures - Reviews administrative processes and procedures within the Mission, makes recommendations for streamlining, creating Standard Operating Procedures (SOPs), templates, etc. Upon approval working with staff that implements the administrative processes and procedures to determine best methods for implementing, and drafts documentation for implementation for EXO approval and issuance.

Supervises other Executive Office functions when the Executive Officer is absent - these functions include:

- Human Resources- USDH, FSN-PSC, TCN-PSC and USPSC
- Information Technology Systems and Information Security
- Physical and Personnel Security

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of education resulting in an undergraduate degree, or the local equivalent, in business administration, engineering, financial management, or a field related to administrative management is required.
- b. Prior Work Experience: Minimum of 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.
- c. Post Entry Training: Training will be provided in the administrative management software systems, U.S. Government procurement regulations, Foreign Affairs Agency regulations, USAID specific regulation and ICASS operating framework.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV English and Spanish ability (fluent) is required.
- e. Job Knowledge: Incumbent must have an expert knowledge of a highly technical body of U.S. Government, USAID, and Mexican laws, regulations, instructions, procedures, policies, and practices relevant to administrative management, personnel, budget and fiscal administration, travel, building management, computer management, GSO/property management, procurement/contracting, communications and records management, and other administrative procedures, regulations, and requirements sufficient to provide administrative and technical (when required) supervision of all assigned Executive Office personnel.
- f. Skills and Abilities: Excellent supervisory and interpersonal skills, tact, and diplomacy are required. The incumbent should also have good leadership/managerial skills, and a personality that inspires confidence in FSN employees and permits the maintenance of effective working relationships with employees and supervisors. The following are required: ability to forecast needs for resources, and to plan and assess problems and develop realistic solutions; ability to train

FSN personnel, and to tactfully and efficiently work with American officers, Embassy personnel and FSN personnel so that the Executive Office provides the best administrative support services to the Mission; ability to create and maintain a good working climate in order to ensure maximum productivity in a service-oriented fashion; ability to negotiate effectively with Embassy administrative personnel, and host-country government and business officials on USAID operations and resources. Ability to write a contractible and effective scope of work or purchase request in such diverse areas as maintenance, information technology, or acquisition of vehicles repair services.

16. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent operates with a high degree of independence. Assignments are made orally and in writing. The Executive Officer, in consultation with the incumbent, sets priorities and deadlines in terms of policy, priorities, results to be achieved, and basic approaches. The supervisor reviews completed written work, and provides clearance on external correspondence. The Executive Officer provides guidance on major decisions regarding activities, taking into account the incumbent's recommendations.
- b. **Supervision Exercised:** Provides advice to, supervises, and assesses performance of approximately 4 Executive Office FSN professional employees: 1 FSN grade 8; 2 FSN grade 7 and 1 FSN grade 4. Monitors contractors in the performance of their scopes of work, evaluates quality of the work performed, and recommends approval/disapproval of payment for services to the Executive Officer.
- c. **Available Guidelines:** USAID Automated Directive System [ADS], Foreign Affairs Manuals and Handbooks [FAM & FAH], AIDAR and AID/W General Notices, and Embassy Management/Security Notices, Internet etc. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- d. **Exercise of Judgment:** Must have the management and supervisory ability to organize, manage, and supervise the assigned functions efficiently. Must be tactful, yet efficient, in dealing with Embassy and USAID personnel, subordinates, various contractors, vendors, and service providers. Must be able to work independently and make independent decisions. Exercises considerable judgment and provides advice to the Executive Officer, the Mission Director, and various American officers and FSN personnel on all administrative management matters, which may, on occasion, be extremely sensitive. The incumbent must exercise creative thinking in dealing with problems or matters for which there is little precedent, while considering the impact of the decisions/actions on the Mission's broader Development Objectives.
- e. **Authority to Make Commitments:** Within the scope of the assignment, and within the parameters agreed to by the Executive Officer and the incumbent, makes a variety of decisions concerning providing services around the clock (as needed). Further, within a delegated range, the incumbent may request and obtain services, and procure goods and services from vendors, after obtaining EXO concurrence and funds availability.
- f. **Nature, Level, and Purpose of Contacts:** Establishes contacts with key, senior-level counterparts in the Embassy and with other agency members of the country administrative team, with vendors and Mexican officials, and with others as needed to assure the effective operation of the USAID Executive Office.
- g. **Time Expected to Reach Full Performance Level:** One year.