

1. The incumbent manages Leahy and local vetting for Mission Mexico, facilitating training and other assistance to Mexican counterparts while ensuring that the assistance is provided in full compliance with the law. He/she coordinates overall vetting policies and process with 17 client agencies that request vetting services ("requesting agencies"), five agencies that assist in the vetting process at Post ("owning agencies"), and vetting colleagues in DRL and WHA bureaus in Washington. This coordination is done through in-person and telephone verbal communication and email interaction with colleagues throughout the Mission and over email and telephone conversations with Washington. The incumbent organizes and leads meetings that involve up to two dozens offices/agencies in order to inform them of Leahy policies and procedures, understand the equities of the agencies/offices, and lead negotiations to bring the various offices and agencies to a consensus that is compliant with the law and policies. The incumbent monitors and adjusts local procedures and policies as needed to improve the quality and efficiency of the vetting process and to keep Post in compliance with new guidance from Washington. He/she verbally and in writing advises Mission agencies, the Political Section leadership, and the Front Office on the often dynamic Leahy policies and process in order to ensure that Post remains compliant with U.S. law. 30%
2. The position is responsible for reading and analyzing Spanish and English-language derogatory information discovered during the vetting process, assessing the information against the law and policy guidance, establishing the Political Section's position on the case through email and verbal communication with stakeholders, and working with colleagues in the Mission and Washington to bring the case to an adjudication that is congruent with the law. This is done on a daily basis during normal office hours. The purpose of this analysis is to apply U.S. law to individual derogatory cases so that Mission Mexico remains compliant with U.S. law and policies. 30%
3. The incumbent monitors human rights in Mexico, documenting cases of alleged violations by Mexican security forces and Mexican nationals holding sensitive government positions. He/she monitors and documents related investigations and prosecutions by Mexican authorities. Monitoring achieved by reading a variety of news sources and Mexican government reports. Documenting is achieved by saving articles as word documents into shared folders and entering summaries of cases into the INVEST software. This is done on a daily basis during normal office hours. He/she assists requesting agencies in preparing packets that would recommend to the Departments of Defense and State that a security force be re-eligible for assistance ("remediated") due to the government's steps to bring the perpetrators of the violations to justice. Preparation of remediation packets is achieved by talking with other agencies and working with them to create word documents with information about cases and then, in the case of Department of State remediation cases, sending the packets over email to Department of State. This preparation is done on an as-needed basis (could be daily, weekly, or only once every few months) and during normal office hours. 10%
4. He/she manages the vetting unit on a daily basis, directly supervising four full-time FP-07 vetting assistants who process the requests through the various stages of the vetting process. In consultation with the O2 Political Officer, the incumbent monitors and adjusts workflow, establishes performance standards, assigns portfolios and special projects, evaluates performance, provides counselling and guidance, ensures adequate training and resources, etc. The incumbent takes these actions to ensure that vetting assistants are performing at the required level so that the Mission can accurately and efficiently process Leahy vetting cases, which number more than 40,000 per year. This supervision is a done on a daily basis, typically during normal office hours. 30%
5. Other duties as assigned by the O2 Political Officer, O1 Political Counselor, Minister Counselor for Political Affairs, Deputy Chief of Mission, and Ambassador.

Note: "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 Performance

a. Education:

Must have a bachelor's degree in political science/government, international affairs, Law/law enforcement, economics, security studies, or sociology

b. Prior Work Experience:

Must have three years of experience in an office job that included administrative or managerial responsibilities. This can be public sector, private sector, or non-profit.

c. Post Entry Training:

Must take on-the-job training to know how to use the web-based INVEST software, Post's proprietary electronic library, and Post's proprietary training tracking system (TTS).

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

Must have Level IV English. Must have Level II Spanish. Note: The position requires minimal to no spoken Spanish. The position requires significant amount of reading Spanish-language texts and articles.

e. Job Knowledge:

- Must understand the objectives of Leahy and local vetting.
- Must understand the State Department's and the Vetting Unit's role in carrying out vetting for other offices and agencies.
- Must have a basic understanding of the human rights situation in Mexico.
- Familiarity with legislatively mandated human rights requirements and vetting procedures.
- A familiarity with Mexico's human rights protection system, judicial system, legislative framework
- Familiarity with international humanitarian law, human rights issues.
- Familiarity with the structure of the security forces and government offices in Mexico.

f. Skills and Abilities:

Must be able to type and enter data. Must have basic Word, Excel, and Outlook skills. Must have analytical skills and ability to read and interpret complex regulations. Must have excellent writing and presentations skills

Must be able to obtain and maintain a secret security clearance.

16. Position Elements

a. Supervision Received:

Rated by the FS-02 political officer, reviewed by the FS-01 political counselor

b. Supervision Exercised:

Supervises and rates four FP-07 vetting assistants and one part-time consular vetting assistant

c. Available Guidelines:

Leahy law and related policies are relatively complex. There are Department guidelines, Department ALDACs, SOPs, and accepted practices that aim to give guidance to Posts' implementation of the law. There is also a Post SOP and accepted Post practices that outline Mission Mexico-specific procedures. Most requesting agencies with which the incumbent must interact are unfamiliar with these guidelines and frequently rely on the incumbent's expertise.

d. Exercise of Judgment:

This job requires highly-developed analytic skills and judgment. The incumbent must have an in-depth understanding of related U.S. law and how it should be applied to specific human rights cases, each of which will be unique. The incumbent must be able to identify and counter argumentation that is out of line with U.S. law and policy. This is made more complicated by the fact that guidance from Washington is held in numerous policy documents, SOPs, websites, emails, and ALDAC cables. In fact, some guidance from Washington is incomplete and/or contradictory. The incumbent needs to understand the equities and negotiating positions of a wide variety of stakeholders. Often stakeholders hold conflicting and incompatible viewpoints. The incumbent must perceive these political realities in order to anticipate conflict. A great deal of time is spent negotiating and trying to bring different parties to consensus while avoiding outcomes that would disrupt the vetting process or place the Mission out of compliance with the law. The incumbent must also exercise good judgement as it pertains to managing and leading a team.

e. Authority to Make Commitments:

N/A

f. Nature, Level and Purpose of Contacts:

The employee has regular contact with senior embassy officers as part of daily assignments which require her/him to liaise with other Embassy sections, including with agency and office heads. The incumbent routinely communicates with Political Section leadership and the vetting assistants he/she manages. He/she has nearly daily interaction over email and telephone with Washington counterparts in WHA and DRL Bureaus. The incumbent may need to brief visiting supervisors of these colleagues, up to and including the Assistant Secretary level. The incumbent will have occasional contact, typically in person, with Mexican government and non-governmental contacts on any Leahy-related matter as it arises, in conjunction with one or more political officers. He/she will have occasional contact with government offices, including security force offices, via telephone or in person, to request information related to derogatory cases.

g. Time Expected to Reach Full Performance Level:

Six months

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