



POSITION VACANCY ANNOUNCEMENT-16/81

OPEN TO: All Interested Candidates

POSITION: CAI-D78 & CAI-D79 (2 vacancies)
USAID Project Management Specialist (Prevention)

OPENING DATE: September 9th, 2016

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

WORK HOURS: Full-time, 40 hours/week

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

SALARY: Ordinarily Resident (OR): \$485,781.25 pesos per year (FSN-10 starting salary)

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

BASIC FUNCTION OF THE POSITION:

The Program Management Specialist (Crime and Violence Prevention) serves as a Foreign Service National (FSN) professional responsible for assisting with the management initiatives in the Development Objective One (D01) of Crime and Violence Prevention. This DO supports the broader goals and objectives of the Merida Initiative, a bilateral security agreement between the United States and Mexican Governments. Reporting to the DO Team Lead for Crime and Violence Prevention, s/he will provide technical advice and analysis to the team leader. S/he will contribute to the design, implementation, and monitoring of USAID democracy activities under this DO. S/he will also provide program and administrative support, technical oversight and project management functions, and coordinate USAID activities with other US government agencies and US Consulates around Mexico at the direction of the D01 Team Lead. S/he will work closely with and maintain strong working relationships with key government and civil society actors within his/her assigned program areas.

The complete position description can be accessed here:

<https://mx.edit.usembassy.gov/wp-content/uploads/sites/25/2016/05/CAI-D78.pdf>

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: The incumbent must possess a bachelor's degree or host-country equivalent formal education in a field relevant to the position, such as political science, international affairs/development, or public policy/administration.
2. Experience: At least three years of progressively responsible, professional-level experience in democracy and governance, crime prevention, or a related field in Mexico is required.
3. Language: Level IV (Fluent) English and Spanish (speak/read/write) are required. (Please see section "To Apply" on pg 2 for test instructions).

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 clearances.

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 Project Management Specialist (Prevention).

The United States Agency for International Development provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation.