



POSITION VACANCY ANNOUNCEMENT / 17/93

OPEN TO: All Interested Candidates
POSITION: CAI-D32 Project Management Specialist
OPENING DATE: November 2nd, 2017
CLOSING DATE: November 30th, 2017
WORK HOURS: Full-time, 40 hours/week
PLACE OF PERFORMANCE: U.S. Embassy, Mexico City

SALARY: Ordinarily Resident (OR): \$778,353.78 pesos per year (FSN-12 starting salary)

The United States Agency for International Development (USAID) in Mexico is seeking eligible and qualified applicants for the position of CAI-D32 Project Management Specialist.

BASIC FUNCTION OF THE POSITION:

The Natural Resources Advisor (NRA) and D04 Team Lead serves in the Office of Sustainable Development in USAID/Mexico. Under the supervision of the FSO Director of the Office of Sustainable Development, the NRA is the team lead, primary technical advisor, and manager for environmental activities, including climate change, biodiversity conservation, forest management, and sustainable natural resource management. The Advisor serves as a primary contact with Government of Mexico officials and other Mexican institutions, with regard to environmental matters and works closely with GOM officials at the highest levels including the Ministry of the Environment and Natural Resources (SEMARNAT), the national commissions for forestry (CONAFOR) and protected areas (CONANP) among others. The NRA contributes to planning, strategic leadership, and monitoring of all environment- related projects and, as Agreement/Contracting Officer's Representative (AOR/COR), manages large awards, totaling over \$20 million in life of project funding, to implement key activities within the Environment Team.

The complete position description can be accessed here: <https://mx.usembassy.gov/wp-content/uploads/sites/25/CDMX-PD-CAID-32-BLANK.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: University degree in natural sciences, field biology, ecology, forestry, environmental economics, or other related field is required.
2. Experience: At least seven years of progressively responsible work experience in design/development, budget design, management administration, oversight, field monitoring, evaluation and implementation of technical projects in environment-related field is required. Knowledge of the most up-to-date environmental concepts, and an ability to reconcile opposing points of view through negotiation and compromise at all levels. Experience engaging and collaborating with the private sector on environmental related issues.
3. Language: Level IV English (spoken and written) and Level IV Spanish (spoken and written) are required.

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): <https://mx.usembassy.gov/wp-content/uploads/sites/25/2017/08/DS174.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).



4. TOEIC Review Quality S.A. de C.V. Gauss 9 Int 201-A, Col. Anzures, C.P. 11590, Del. Miguel Hidalgo, México. Tel. (55) 5540-3555 • (55) 5540-3959 (55) 5540-0334 • (55) 5540-7242.
 - TOEFL <https://www.iie.org/en/Why-IIE/Offices/Mexico-City/Assessment>
 - Bilingual applicants who have a university degree from the United States or another English speaking country do not need to take the test. Applicants must provide HR with a copy of their university degree.

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-D32 Project Management Specialist.

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.