

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post Mexico City		2. Agency State		3a. Position Number 312801 A10009
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. ☒ Yes ☐ No				
4. Reason For Submission ☐ a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) ☒ b. New Position ☐ c. Other (explain)				
5. Classification Action	Position Title and Series Code		Grade	Initials Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Political Specialist, FSN 1605		FSN-10	11 14 17
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title)			7. Name of Employee	
8. Office/Section Embassy Mexico City			a. First Subdivision POL	
b. Second Subdivision			c. Third Subdivision	
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee _____ Date (mm-dd-yyyy)			10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)	
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 Gathers information from a large number of Mexican domestic sources related to domestic political issues; drawing on contacts with Mexican government officials, academics, press, third country diplomats, political party members, and non-governmental organizations. Performs factual and analytical reporting on political, migration, human rights, security, trends and events. Advises the Political Section and Front Office on political developments and provides related policy recommendations in order to achieve Section and Mission goals. Drafts correspondence and diplomatic notes for Embassy Officers as necessary. Plans and organizes domestic travel related to Section and Mission objectives. Supports high-level visitors. Expands Section and Mission contact base and arranges meetings for Section officers with contacts.				
14. Major Duties and Responsibilities				

Advises Political Minister Counselor, Political Counselor, Political Officers, and Embassy Front Office on a broad range of Mexican political issues, providing guidance and proposed course of action. Obtains information from a variety of sources. Develops and maintains an extensive range of contacts at a relatively high-level in the government, political parties, academia, and civil society. Attends political party conventions, academic seminars, and diplomatic functions as relevant. Travels to different regions in Mexico to report on events both individually and in support of Embassy officers. Plans and supports travel and meetings by Section officers and has a significant role in supporting visits of high-level USG officials.

****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:**

Bachelor's degree in Political Science, International Relations, History, Law, or Economics with an academic focus on Mexico specific aspects of these fields.

b. Prior Work Experience:

Five to seven years of experience in Mexico in journalism, academic research, politics, political/risk analysis, or consulting directly related to Mexico. Must have first-hand experience with Mexican institutions (such as the Congress and/or Executive branch), organizations, and news services and established contacts in Mexico.

c. Post Entry Training:

On-the-job training. Future training opportunities in Washington DC and elsewhere possible.

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

Level IV English; written and spoken. Level IV Spanish; written and spoken. Oral and written interview in English as part of selection process.

e. Job Knowledge:

A thorough knowledge of Mexican history, politics, culture, economics, and key figures. A solid grasp of U.S. foreign policy goals in Mexico. Practical understanding of the U.S. Embassy and State Department procedures and reporting requirements.

f. Skills and Abilities:

Ability to develop and maintain a broad range of contacts including with government officials, political figures, civil society, and academics. Strong analytical and drafting skills, especially the ability to understand nationally significant events and trends and draft quickly. Ability to carry out challenging long-term projects. Ability to use social media, in order to track political developments, such as government officials, political figures, and civil society. Basic computer and typing skills, including Microsoft Office.

16. Position Elements**a. Supervision Received:**

Supervised on a daily basis by a Political Officer, with frequent direct instruction from the Minister Counselor and Counselor.

b. Supervision Exercised:

N/A

c. Available Guidelines:

Guidelines will be provided by the Political Section, including internal section SOPs as well as Department guidelines and accepted practices, including the FAM and FAH.

d. Exercise of Judgment:

Responsible for independently developing and maintaining a wide range of outside contacts. Must be able to establish and maintain relationships with government officials, political figures, journalists, academics, and other prominent figures in Mexican society to ensure continued access to information. Wide discretion to propose and develop reporting ideas based on Mission priorities.

e. Authority to Make Commitments:

May make commitments in scheduling the Ambassador, DCM, Minister Counselor, and other officers and senior-level USG visitors.

f. Nature, Level and Purpose of Contacts:

High-level contact work expected. Incumbent will be expected to maintain close, working relations with a broad range of Mexican government officials, opinion leaders/journalists, academics, civil society representatives, as well as politicians and political staff at both the state and federal level. Provides information on U.S. policy to influential figures in Mexican society.

g. Time Expected to Reach Full Performance Level:

12 months.