



### 13. Basic Function of Position

The Assistant will support the work of the Office of the U.S. Trade Representative (USTR) attachés stationed across Mission Mexico to advance U.S. environmental priorities in Mexico, including monitoring and supporting the implementation of environmental obligations under the United States- Mexico-Canada Agreement (USMCA). This will include facilitating outreach to the Government of Mexico, businesses and business organizations, nongovernmental organizations and other environmental stakeholders. The Assistant will make contacts and appointments, accompany the environmental attachés to meetings and write reports on the meetings. The Assistant will take the initiative in arranging schedules for and in some cases accompanying the numerous U.S. government and other visitors the office will host. At times the assistant will serve as interpreter for non-Spanish speaking visitors. The assistant will also provide administrative support to the environmental attachés as needed, liaising with the many sections of Mission Mexico vital to running an office and to the substantive work of the office. The assistant will also track relevant current events in the press and media alerting the attachés to developments and at times preparing analytical reports on environmental issues and developments.

#### 14. Major Duties and Responsibilities

1. Appointments, Travel and Visitor Coordination (25%) Responsible for all scheduling of environmental attachés. This includes arranging appointments within the U.S. embassy and across Mission Mexico, and with outside contacts including government officials, businesses, and non-government organizations. Responsible for travel arrangements and creating and maintaining schedules for visitors. Will be sole accompaniment for some visitors and will participate in meetings for many VIP visits. Serves as interpreter during visits as necessary. When appropriate, will join environmental attaché in domestic trips.
2. Office Administration (35%) Serves as office manager with primary responsibility for office administration. Responsible for handling the basic administrative tasks required to establish the office, including ensuring that IT systems work, establishing necessary relationships and doing all that is required to be included in basic embassy services such as HR, Travel, GSO, Security, IMO and other embassy sections. Once the office is up and running maintaining relationships with embassy offices to make sure that all needed systems function correctly, and the office is fully supplied. Responsible for setting up and maintaining electronic filing system to track contacts, projects, expenditures and other office functions. Also serves as procurement agent, determining procurement needs and executing purchases, maintaining all records in accordance with the Foreign Affairs Manual (FAM).
3. Contacts and Representation (25%) Makes and maintains contacts with officials at Mexican government agencies responsible for environmental issues, as well as representatives of businesses and business organizations, international and domestic non-governmental organizations involved in environmental activities, and other environmental stakeholders. These engagements will assist with gathering information and reporting concerning U.S. environmental priorities in Mexico, including implementation of USMCA environmental provisions. Facilitates visits by the environmental attachés or other U.S. Government visitors including VIPs. Represents the embassy at meetings of all of the above as needed.
4. Analysis and Reporting (15%). Prepares written reports on the environmental situation based on meetings and calls with contacts. Prepares reporting on meetings when accompanying environmental attachés or visitors, including taking notes at meetings and writing memorandum of conversations. Prepares reports on environmental developments based on media, contacts, meetings and other sources. Analyzes environmental developments including new laws and regulations, and their enforcement, as well as other Government of Mexico initiatives for their significance related to USMCA environmental obligations. Briefs visitors on the environmental issues in Mexico, including implementation of USMCA environmental obligations.

**\*\*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 University Degree in Business Administration, Public Administration, International Relations and Trade, Accounting, Finance, Economics, or Law is required.

b. Prior Work Experience:

Incumbent must have two years' experience as an administrative assistant, journalist or economic/political analyst or equivalent other position that requires a combination of public policy analysis and administrative support in an organization or business.

c. Post Entry Training:

Familiarity with the embassy as necessary. Mandatory Training for Classifiers and Users of National Security Information (PK400, online FSI course), ILMS (PA358, PA499, online FSI courses), E2 (PK199, FSI online course), ARIBA (PA396, online FSI course)

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

Level 4 (Fluency) Speaking/Reading/Writing Spanish is required. Level 4 (Fluency) Speaking/Reading/Writing English is required.

e. Job Knowledge:

Must have knowledge of administrative procedures, including filing, maintaining records, establishing filing systems, and budget planning. Must possess knowledge of customer relationship management (CRM) systems and procurement. Must understand the functioning of the USTR Office, importance of USMCA environmental obligations and the role various stakeholders play in implementation. Must understand U.S. government international environmental policies and mandates. Knowledge of Mexico's economy, practices, laws, regulations, and policies related to environmental issues and trade.

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f. Skills and Abilities:

Ability to make contacts within the embassy and outside the embassy. Ability deal tactfully with VIPs and other government functionaries and stakeholders. Ability to organize office routines and filing. Ability to use the Microsoft Office suite of applications like Word, Excel, Access, etc. Ability to analyze environmental events for reporting and briefings. Excellent oral and written communication skills, as well as interpersonal and cross-cultural skills. Ability and willingness to learn new tasks.

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16. Position Elements

a. Supervision Received:

Receives direct supervision from the Senior Trade Attaché. Will receive work guidance from the environmental attachés.

b. Supervision Exercised:

None

c. Available Guidelines:

Embassy procedures (FAM, FAH, etc.). USG policies concerning USMCA environmental obligations and other environmental mandates.

d. Exercise of Judgment:

In formulating schedules and organizing visits the assistant will have to use excellent judgement in what priority is given to various appointments and organizing workable schedules. Needs good judgement in representing the embassy at meetings and with stakeholders and in doing analysis and reporting of environmental developments.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Will make contacts with government officials, business representatives, and environmental stakeholders to represent the USG, gather information on events, arrange meetings and schedules for attachés and visitors. Contacts with other sections within the Mission to keep the office functioning administratively.

g. Time Expected to Reach Full Performance Level:

Six months.