



American Friends Service Committee

Latin American and The Caribbean office

Affirmative Action/Equal Opportunity Employer

The American Friends Service Committee is a Quaker organization, which includes people of various faiths who are committed to social justice, peace, and humanitarian service. Its work is based on the Quaker belief in the worth of every person and faith in the power of love to overcome violence and injustice.

POSITION DESCRIPTION

TITLE: National Program Coordinator for México (NPC)

DEPARTMENT: Programs

STATUS: Full-Time

SUPERVISOR: Regional Program Coordinator for Latin America and Caribbean (RPC)

SUBORDINATES: YES

SUPERVISING RESPONSIBILITY: YES

REGIONAL RESPONSIBILITY: NO

FISCAL RESPONSIBILITY: YES

REGION/UNIT: Latin America and Caribbean Regional Office (LAC)

LOCATION: México City

WORK SCHEDULE: Monday through Friday from 8:30 to 17:00 hours.

DATE APPROVED: April 16th, 2021.

Application Instructions: Please send your completed application found at the bottom of this advertisement to Talento Humano, Talento.Humano@afsc.org, and subject should say just the name of the position, i.e., **NPC Mexico**.

Overall responsibility: To translate the Regional Strategic Plan into operational programs to ensure social transformation at country level.

Team Purpose: To help shape and implement AFSC strategic and operational priorities in México managing AFSC field and program officer.

Job Purpose: To provide leadership and guidance to the Program Team in México, development and implementation of the Program's strategic plans; to act as a security focal point for AFSC in the country, managing the risks-threats resulting from program delivery, to serve as a backup, for the RPC in his/her absence; as a member of the Regional Management Team (RMT), to help shape AFSC work in México.

Budget Responsibility: The post holder is responsible, in coordination with RPC, for the program budgets to be in place, in accordance to project proposals and managed with equity and transparency in México.

Reporting Lines:

Reports to: The LAC Regional Program Coordinator (RPC)

Lines Manages: 2 Officers (program and field officers)

OVERVIEW OF THE POST

The National Program Coordinator is responsible for the delivery of all AFSC Programs in México. This involves leading the programs and field officers for the development and implementation of the program strategies, planning and implementation.

S/he co-ordinates and supervises the operations of program and field officers and guarantees a delivery, which is timely, of high quality, and consistent with AFSC's values, mission and goals, with the LAC Strategic Planning priorities. S/he oversees ensuring risk management and security at national level in coordination with the Regional Director (RD) and according to AFSC Security Policy.

The NPC designs and implement in close coordination with RPC and RD, communication and advocacy strategies and actions aligned to AFSC values and approaches, the regional political statement and Strategic Plan, and the protection and safety of the team.

S/he provides permanent support for emergency management in the region, as part of the *LAC Emergency Response Team*.

S/he is responsible to integrate a Monitoring, Evaluation, Accountability and Learning component in the programs carried out in México, working in close coordination with the RPC and Monitoring, Evaluation and Learning Regional Officer -MELRO-.

S/he acts as a security focal point for the organization in the country, ensuring context analysis, identifying risks and threats for the staff and programs and guarantee security management according to AFSC Security Policy.

The NPC will also act as Regional Program Coordinator as required by the RPC and ensures an appropriate risk management in the program area.

Participates in the Regional Management Team. This important position requires considerable breadth of skills and flexibility, strategic management skills, both of people and finance, to lead a competent and committed program team.

The NPC, in coordination with the Regional Finance and Administration Coordinator - RFAC-, ensures that all administrative and legal procedures meet government and AFSC internal policies requirements.

MAIN RESPONSIBILITIES

The key responsibilities of the position include the following:

Strategic Leadership and Management

- Overall responsibility for the México program, including strategy, implementation and results.
- Ensures development and achievement of a high-quality program, consistent with AFSC's standards, values and codes.
- Ensures an appropriate country analysis for leading program and field officers to develop a risk management strategy in program delivery and security.
- Providing strategical, methodological and technical support for staff to ensure program

implementation with participatory methodologies in human rights, gender, ethnic and social inclusion framework as per the AFSC thematic alignment and programming approach.

- Manages the program and field officers, to ensure solid management of financial and other resources, to deliver programs in accordance with AFSC's procedures, Quaker values and donor requirements.
- Ensures that the Program Team is structured and staffed appropriately to guarantee effective and efficient delivery of AFSC's resources.
- As a Key member of the RMT, contributes to overall development of longer-term strategy and management of AFSC LAC.

Administrative and Legal responsibilities

In close coordination with AFSC LAC Regional Administration and Finance Coordinator:

- Ensure the administrative procedures are in place, payments of the multiple providers of the office, services for the wellbeing of the staff, purchase of office supplies, among others.
- Responsible for signing agreements with partners and service contracts, in close coordination and under the approval of the RPC and LAC Regional Administration and Finance Coordinator.
- Management of banking and financial movements in close coordination and under the approval of LAC Regional Administration and Finance Coordinator.
- Preparation of the initial annual, multi-year budget for the offices and their reforecast each year and when required, as well as all those budget accounts that are not program activities, except for salary accounts.
- Responsible for projecting the "funds flow" of the national office, through gathering information on its programs and / or offices and request monthly the necessary funds to supply the national bank account(s).
- Manage the AFSC inventory at the national level, in coordination with the LAC Regional Administration and Finance Coordinator.
- Monitor the execution of the budget for each program on a monthly basis, in coordination with the team of officers in the country and the LAC Regional Administration and Finance Coordinator.
- Contribute to the Regional Administration and Finance Coordinator's management process with matrix (indirect) supervision of the national program support team (administration, finance, logistics).
- In charge of coordinate the logistics need it in the local/national offices.
- Manage, review and approval of the advances and settlements of office and the programs.
- Handle the archives, legal and financial paperwork, also sensitive information of the México Office.
- Give continuity of the process of legalization with the concerned authorities of México.
- Ensure that all the requirements requested by the authorities of México are prepared and ready in due time and form.
- Have periodical reviews with the accountant, in order make sure of the financial situation, reports and country taxes are accurate and make the according payments to the Ministry of Treasury.
- Be the legal representative for México Office.

Risk, Threats and Security Management

- Ensures an appropriate risk-threat assessment of the program delivery considering staff security, partners security, brand risk and others.
- Monitors and analyses the context and designs in coordination with the RD, RPC and Program and Field officers, the strategies for managing the identified risks in line with AFSC Security Policy and/or adapts the programs design to ensure a manageable level of risk for program delivery.
- Monitors the implementation of the security protocols in place lead systematic reviews and recommends changes to the RPC in coordination with the RMT.
- Participates in the Security Task Force group for LAC in coordination with RPC and RD.
- Engage country program staff as well as staff at all levels to facilitate the adoption and compliance with AFSC Safety and Security Policy and Standards.
- Develop and deliver capacity building in safety and security management and safety and security training for staff
- Promote the concept that safety and security plans and guidelines should be jointly developed by the whole team to create ownership and encourage compliance.
- Promote the concept that safety and security is an integral element of programme design and operations and should be amongst the first planning considerations.

Program Implementation

- Ensures that all (delegated) work is carried out in a way that is sensitive to community needs and gender issues.
- Develop and incorporate initiatives that meet community needs in partnership with community members, volunteers, and community-based organizations.
- Ensure that participatory systems for monitor and evaluate activities, results and impacts at program level are being developed, involving staff and partners into the process.
- Ensures that program plans and budgets are in place, that costs are kept within budgets, and that the Program and Field Officers provide regular, consistently high-quality reports to RPC.
- Provides leadership and guidance to the Program and Field Officers in the implementation of programs and documentation in line with AFSC's values, policies and procedures.
- Ensures in close coordination with RPC, that program and project proposals are consistent in accordance to the program budgets and cost effective.
- To identify opportunities for AFSC México to engage with regional and national networks to address México programs from a shared security approach.
- To identify possibilities for collaboration, establishing and nurture alliances with other social organizations at national and international level, international agencies, academia and other key actors based in Mexico City, to strengthen the implementation of the national strategy, according to national, regional and global AFSC's strategic priorities.
- Develop internal spaces for reflection and planning with the AFSC programmatic team in the country, to define and follow up collaborative activities between the different territories where AFSC strategies are implemented in the country, according to AFSC's strategic priorities and to AFSC LAC Strategic Plan and national plans.
- Coordinates with the RPC and the RD all communication and advocacy actions with

the support of the Communication Officer, to ensure that they are aligned to the AFSC values and approaches, to the regional political statement, the Strategic Plan and the protection and safety of the team.

- Coordinates with the RPC any action that links the national programmatic work with the programmatic teams in other AFSC's regions and offices, to promote, facilitate and support collaborative and strategic actions based on reciprocity and aligned to the Regional Strategic Plan.
- Coordinates with the RPC all the programmatic initiatives as researches, awareness-raising campaigns, advocacy, among others, that link with other AFSC's programmatic teams in other regions and offices, aligned to the AFSC values and approaches, to the regional political statement, Strategic Plan and the protection and safety of the team.
- To help in the design and translation of the regional strategy in working plan of the national program initiatives;
- Creates program material for communications purposes and fundraising (articles, reviews, testimonies, etc.) with the support of the Communication Officer.
- Contributes to draft proposal for the conduction of local and regional forums and dialogue events in close coordination with RPC.
- To represent AFSC in meetings, events or forums related to the topics of AFSC programs in México in close coordination with the Program and Field Officers, the RPC and the RD (inside and outside the country).
- Draft concept notes and grant proposals as requested by AFSC RPC and RD.
- To draft monthly context reports on AFSC program issues.
- Participate in meetings per request of the RPC.

DEP Events

- Identify possible opportunities and partners to conduct this type of events.
- Draft, together with the partner organization, the narrative and financial proposal.
- Present to the RPC, the DEP proposal and include all comments and observation for its approval.
- Support all logistics procedures for the conduction of the event.
- Draft, together with RPC and the partner organization, the narrative report of the event.
- Contributes to prepare the financial report, including the proper organization of all receipts according to the approved budget.
- Submit and correct (if necessary) narrative report to the RPC.
- Assure all the products of the DEP event are given by the partner organization.

Emergency Responses

- Support the RPC in bringing an emergency happening in the region into the attention of the Regional Director
- To support the RPC in the design of the first assessment of the situation to report to the RD to present to the Emergency Response Team.
- Contribute to the drawn-up process of the "*Initial Response Plan*" that the RD will present to the AGS-IP aligned to the AFSC's Emergency Response guidelines, in close coordination with the *LAC Emergency Response Team*.
- Lead the process at national level that ensures solid narrative and financial reports in accordance with AFSC's guidelines, in close coordination with the RPC and the *LAC Emergency Response Team*.

Monitoring, Evaluation, Learning and Program Quality

- Integrate MEA system into programs in coordination with MELRO and RPC.
- Supervises the Program and Field Officers as such leads in the development and achievement of a program of high quality in all aspects, consistent with AFSC.
- Provides guidance to Program and Field Officers in close coordination with the MELRO in the monitoring, evaluation and learning to ensure Program quality.
- Identifies and conducts impact assessment initiatives in close coordination with the MELRO and NPC, and ensures effective communication about program impact with stakeholders within and outside AFSC
- Takes initiatives in improving learning and sharing of program experience (within the program and beyond), including cross-program learning in coordination with MELRO.

Representation

- Develops good relationships with AFSC HQ, official authorities and other agencies, is proactive, internally and externally in ensuring that AFSC develops and maintains a positive profile at national level.
- Responsible of the relationships between AFSC México and the other AFSC Country Offices including United States to coordinate collaborative work on programmatic issues.
- Deputises for the RPC when s/he is out of the country or on leave as required.
- Represent AFSC in advocacy and awareness-raising activities carried out in Mexico City, as well as nationally and internationally, in coordination with AFSC's programmatic team in the country and in close coordination with the RPC, RD, Official Communication and other key AFSC staff.

Fundraising & Grant Management

- Supports the RPC and RD in identifying and developing opportunities for fundraising by contributing in the design of proposals to donors in collaboration with the Program Funding Team.
- Support the RPC so that the programs have enough and consistent funding and that a high quality of grant requests is maintained; prevails over Program National Teams to identify and prepare grant requests; visits existing and potential projects and partner organizations;

People Management

- Performance manages direct staff efficiently and within AFSC's legal parameters, delegating authority where appropriate and ensuring that staff members are given opportunities for development and training, as discussed and agreed.
- Develops and maintains a healthy environment for the team, coordinating timely discussions on strategic programming issues and guaranteeing that the staff members reflect the institutional character in their relationships with partner organizations and allies.
- Ensures excellent people management and development of staff managed, in accordance with performance management cycle and policies on development of staff, and capacity building plans.
- Participate and contribute in team management and performance management processes, under the requirement of the RPC, CRAF and/or RD and according to AFSC guidelines, legal parameters and always putting everyone's care at the center.

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Other responsibilities:

- Draft MOUs for different partners or topics in the Mexico office.
- Oversee the timely submission of National regular narrative reports.
- Planning and managing local meetings, forums and dialogue events.
- Assist with any other duties assigned by the RPC, as and when required.
- Make periodic visits to AFSC offices and workspaces in the country, as well as to communities where AFSC programs are being implemented in Mexico, to accompany the programmatic team and contribute to strengthen the implementation of AFSC programs in the country.

SKILLS & COMPETENCE:**Experience and Core Competencies:**

- Bachelor's degree in Nonprofit Management, Social Sciences, or closely related field is required.
- Broad and proven experience in the field of program management with local or international NGO is required.
- Demonstrated capacity to manage programs and personnel, and the ability to perform several tasks at once.
- Fully Bilingual English/Spanish (Strong verbal and written communication skills with the demonstrated ability to communicate in a persuasive manner).
- Excellent computer skills and advanced user of Microsoft Word, Excel, and Outlook.
- Experience in social investigation.
- Experience in drafting projects proposals (desirable).
- Experience in advocacy work will be appreciated.
- Knowledge and interest in the migrant topics, peacebuilding and youth.
- Experience working with grass roots organizations and community-based contexts.
- Ability to maintain horizontal relationships with grassroots and diverse organizations, both urban and rural.
- Experience implementing social projects, including team and budget management
- Analytical and conceptual skills.
- Excellent public and human relations skills; good sense of judgement and high level of discretion and diplomacy.
- Proven experience in representation and the ability to model AFSC's desired organizational culture (making a difference, modeling a decolonizing approach, innovative, collaborative, accountable, cost-effective- empowerment, accountability and inclusiveness) with staff, partners, allies and other stakeholders.
- Ability to work as a team member.
- Analytical and conceptual skills.
- Excellent public and human relations skills; good sense of judgement and high level of discretion and diplomacy.

Other Required skills

- Good computer skills
- Flexibility and ability to adjust to changes and new requirements;
- Skilled at prioritizing and completing multiple tasks;

- Must be organized and have excellent attention to detail;
- Ability to handle confidential information appropriately;
- Ability to work independently with minimal supervision, as well as in a team environment
- Ability to work in multi/ethnic and national environments.
- Ability to work well under pressure and adapt easily to changing situations and priorities.
- Social commitment, respect and skills to work with diverse populations (LGBTIQ+, indigenous, peasants, women, youth, among others) in favor of their rights.
- With good performance in public events and statements to the media.
- Ability to generate safe and reliable spaces with AFSC team.
- Creativity to design strategies and methodologies for the implementation of projects that seek social transformations.

The American Friends Service Committee is a smoke-free workplace.



1. DATOS PERSONALES

| | | | | | | |
|--|---|-----------------------------|---|--|--------------------------------|----------------|
| Puesto al que aplica: | | Pretensión salarial: | | FOTOGRAFIA Presentar Fotografía cuando se le solicite el resto de la papelería | | |
| Profesión: | Sexo: | | M <input type="checkbox"/> F <input type="checkbox"/> | | | |
| Nombre Completo: | | Edad: | | | | |
| Dirección: | | | | | | |
| Teléfono de Casa | | Celular: | | | | |
| No. Cédula: | | Extendida en: | | | | |
| Fecha de Nacimiento | Lugar de Nacimiento | | NIT. | | | |
| Afiliación IRTRA / IFA | No. De IGSS / IMSS / ISSS | | Estado Civil | | | |
| Actualmente vive con: | | | | | | |
| Teléfono del (la) esposo (a) o de emergencia | | Licencia de Conducir No. | | Tipo | | |
| Email | | | | | | |
| Nombre del Cónyuge | | | Edad | Ocupación: | | |
| Número de hijos | | Edades de los hijos | | | | |
| Nombre del padre | | | Edad | Ocupación | | |
| Nombre de la Madre | | | Edad | Ocupación | | |
| INFORMACION COMPLEMENTARIA | ¿Cuál es su disponibilidad para iniciar labores? | | Inmediata <input type="checkbox"/> | 15 días <input type="checkbox"/> | 1 mes <input type="checkbox"/> | Otro (indique) |
| | ¿Tiene usted algún compromiso que le impida laborar según el puesto de trabajo? | | | | | |
| ¿Puede trabajar fines de semana o días festivos? | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | ¿Tiene disponibilidad para viajar? | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | |
| ¿Estudia Actualmente? | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Indique que carrera: | | | |
| Indique Establecimiento: | | Indique Horario: | | | | |

3. EXPERIENCIA LABORAL

Trabajo actual o ultimo empleo:

¿Se pueden solicitar referencias?

| | | |
|--------------------------------|--|--|
| Nombre: | Teléfono | |
| Actividad de la empresa | Correo electrónico del Depto. de Recursos Humanos: | |
| Último Salario | Puesto | |



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|--|-----------------------------------|----------------------------------|---------------------------|------------------------------|--|-------------|
| Razón de Retiro | Renuncia <input type="checkbox"/> | Despido <input type="checkbox"/> | Motivo | | Fecha de inicio y Fecha final de tiempo laborado : | |
| Jefe Inmediato | | | | | Puesto | |
| Principales funciones | | | | | | |
| ¿Tuvo personal a su cargo?: | Si <input type="checkbox"/> | No <input type="checkbox"/> | Indique cuantas personas: | | | |
| Indique los nombres de los puestos que coordinaba: | | | • | | | |
| Empleo 2: | | | | | | |
| ¿Se pueden solicitar referencias? | | | | | | |
| Nombre: | | | | | Teléfono | |
| Actividad de la empresa | | | | | Correo electrónico del Depto. de Recursos Humanos: | |
| Último Salario | | | | | Puesto | |
| Razón de Retiro | Renuncia <input type="checkbox"/> | Despido <input type="checkbox"/> | Motivo | | Fecha de inicio y Fecha final de tiempo laborado : | |
| Jefe Inmediato | | | | | Puesto | |
| Principales funciones | | | | | | |
| ¿Tuvo personal a su cargo?: | Si <input type="checkbox"/> | No <input type="checkbox"/> | Indique cuantas personas: | | | |
| Indique los nombres de los puestos que coordinaba: | | | • | | | |
| Empleo 3: | | | | | | |
| ¿Se pueden solicitar referencias? | | | | | | |
| Nombre: | | | | | Teléfono | |
| Actividad de la empresa | | | | | Correo electrónico del Depto. de Recursos Humanos: | |
| Último Salario | | | | | Puesto | |
| Razón de Retiro | Renuncia <input type="checkbox"/> | Despido <input type="checkbox"/> | Motivo | | Fecha de inicio y Fecha final de tiempo laborado : | |
| Jefe Inmediato | | | | | Puesto | |
| Principales funciones | | | | | | |
| ¿Tuvo personal a su cargo?: | Si <input type="checkbox"/> | No <input type="checkbox"/> | Indique cuantas personas: | | | |
| Indique los nombres de los puestos que coordinaba: | | | • | | | |
| 4. REFERENCIAS PERSONALES | | | | | | |
| Nombre | | Teléfono | | Relación (amistad / trabajo) | | Referencia: |
| Nombre | | Teléfono | | Relación (amistad / trabajo) | | Referencia: |



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| Nombre | | Teléfono | | Relación (amistad / trabajo) | | Referencia: | |
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5. ESTUDIOS

| | | | | | | | | | | |
|------------------------------------|-----------------------------|-----------------------------|-------------------|--|--------------|--|----------|--|------------|--|
| Diversificado | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Año de graduación | | Institución: | | Título: | | | |
| Carrera técnica | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Año de graduación | | Institución: | | Título: | | | |
| Algunos Estudios Universitarios | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Años aprobados: | | Institución: | | Carrera: | | | |
| Graduado Universitario | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Año de graduación | | Institución: | | Título: | | Colegiado: | |
| Maestría o doctorado | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Año de graduación | | Institución: | | Título: | | | |
| Otros títulos o diplomas obtenidos | • | | | | | | | | | |

6. OTRAS HABILIDADES ESPECÍFICAS

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|--|-----------------------------|-----------------------------|------------------|-----------------------------|-----------------------------|---------------------------------|-------------------------------------|-----------------------------------|--|
| Mecanografía | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Repostería | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Otras, especifique | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | |
| Taquigrafía | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Cocina | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | INGLES | | | |
| Archivo | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Enfermería | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Básico <input type="checkbox"/> | Intermedio <input type="checkbox"/> | Avanzado <input type="checkbox"/> | |
| | | | | | | Donde aprendió el INGLES | | | |
| Computación | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Programación | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | INTERNET. | | | |
| Otros conocimientos técnicos | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Especifique | | | Básico <input type="checkbox"/> | Intermedio <input type="checkbox"/> | Avanzado <input type="checkbox"/> | |
| Licencia de vehículo | Sí <input type="checkbox"/> | NO <input type="checkbox"/> | Tipo de Licencia | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | M <input type="checkbox"/> | | |
| Otras habilidades o conocimientos (especifique): | • | | | | | | | | |

7. COMENTARIOS ADICIONALES:

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ACEPTACION DE NUESTRO SERVICIO Y FIRMA

Doy fe que la información proporcionada en el formulario anterior es 100% verídica y comprobable según a mi leal saber y entender. En el caso de que fuese contratado, doy por entendido que cualquier información falsa o engañosa proporcionada en el presente formulario, entrevista o documentación presentada, puede ser causa de despido inmediato.



otros

Nombre:

Fecha

Firma: