

**JOB DESCRIPTION**

**Occupation Group:** Open Source Center (OSC)/Locally Hired Staff (LHS)  
**Title:** Field Open Source Officer (FOSO)  
**Grade:** Full Performance/8 (Entry)  
**Location:** Field

**Duties and Responsibilities**

- 1. With guidance evaluate the relative value of various open media sources and media environments and information requirements.**
  - 1.1. Determine the relative value of various open media information sources.
  - 1.2. Identify trends and relationships evidenced in the media.
  - 1.3. Assess print, broadcast, Internet, and gray literature sources and evaluate objective features of sources on coverage in collection area.
- 2. With guidance collect open source information.**
  - 2.1. Identify and select open source information relevant to national, regional and transnational issues. Identify and exploit new sources of open source material.
  - 2.2. Select the most appropriate form of processing from the range of OSC product types.
  - 2.3. Process selected material from the full range of open sources and translate from the vernacular to clear idiomatic English.
  - 2.4. Advise on bureau's response and suggest actions to management if organizational changes in other bureaus affect operations in own work unit.
  - 2.5. Participate in the development and implementation of collection strategies that encompass the full range of media and other open source formats and sources, including conference proceedings and external analyses.
  - 2.6. Anticipate collection gaps and recommend coverage changes to more senior FOSOs, Open Source Officers, and/or management.
  - 2.7. Categorize open source information using necessary data.
  - 2.8. Depending on assignment, guide bureau counterparts in area of responsibility and expertise.
- 3. With guidance exploit a range of open source media in coverage area.**
  - 3.1. Scan or monitor media in languages pertinent to the coverage area.
  - 3.2. Exploit broadcast and print media, the Internet and other digital sources of information, and gray literature.

- 3.3. Use multiple techniques to conduct effective Internet and database searches.
- 3.4. Participate in efforts to acquire or develop automated tools for use in open source media exploitation, communicating system requirements to technical staff and providing input on usability.
- 4. With guidance provide analytic insights and create a full range of OSC products and media characterizations.**
  - 4.1. Create informational products that comply with OSC Ops and Style Guide and quality standards.
  - 4.2. Conceptualize and deliver analytic insights into products that comply with OSC analytic tradecraft standards, integrating information to make well-argued assessments. Identify and integrate relevant graphics, media clips, hyperlinks, or other multimedia objects into products.
  - 4.3. Prepare and produce multimedia products, e.g. analytic video products, using knowledge of tools, techniques, and methodologies to understand and analyze visual media. Identify current and future trends in multimedia technologies.
  - 4.4. Independently create edited (e.g., subtitled) multimedia elements using the full range of OSC database resources and video material from other sources and incorporate these elements into products.
  - 4.5. Assist in planning and organizing the production of informational and analytic reporting.
  - 4.6. Depending on assignment, review informational and/or analytic products for grammatical accuracy and adherence to tradecraft and quality standards, which may include peer feedback. Review linguistic accuracy of translations from languages(s) related to area of responsibility, providing feedback to others.
  - 4.7. Tag open source information with data necessary for subsequent categorization and retrieval, and direct others on how to file with appropriate metadata.
- 5. With guidance contribute to content on the OSC corporate web-based dissemination platform.**
  - 5.1. Identify and select open source information already processed by other OSC components to highlight issues of interest to website customers.
  - 5.2. Create original features that exploit the full range of open source media to enhance information already processed by OSC.
  - 5.3. Use established technical tools to create or add multimedia elements to draw attention to and increase the impact of urgent or notable items of interest to program customers.

- 5.4. Update products and features on the bureau's associated program page or relevant transnational issues pages, as requested.
- 5.5. Collaborate with colleagues at Headquarters and other relevant bureaus as necessary to improve and enhance the quality of posted products.
6. **With guidance develop relationships and sustain networks with international colleagues and customers where appropriate.**
  - 6.1. Initiate and sustain relationships with colleagues around the world to enhance information gathering and analytic capability.
  - 6.2. Participate in developing and maintaining positive working relationships with customers, often as part of a team with US staff, where applicable.
  - 6.3. Monitor customer requests and anticipate future needs and interests.

### **Knowledge, Skills, and Abilities**

- Working knowledge of media in a geographic region, including understanding of media environments, applicable trends, and their impact.
- Working knowledge of OSC product formats, guidelines, and analytic tradecraft techniques.
- Working knowledge of OSC software (e.g., video editing, video capture) or tools (e.g., scientific workstations).
- Critical thinking and analytical skills to process large amounts of information, detect relevant factors, and discern most important elements.
- Interpersonal and collaboration skills to work effectively in a fast-paced, often high-pressure, multicultural, dispersed team environment.
- Time management and organizational skills to plan, complete, and coordinate work requirements in a timely manner.
- Ability to translate selected print and voice material into clear idiomatic English from other languages.
- Ability to communicate clearly, both orally and in writing.
- Ability to use and/or learn computer applications and the Internet.
- Ability and willingness to perform a wide variety of tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements.

### **Supervision**

**Received:** Work is performed under the general supervision of a Bureau Chief and/or Deputy Bureau Chief, a more senior FOSO, or an LHS Manager.

Given: Guide and mentor less experienced officers. Depending on assignment, may supervise other staff and/or oversee the work of contractors.

### **Work Environment**

Work is performed in a variety of environments, including standard offices and remote locations. Work may require travel, extended hours, overnight, weekend, and holiday work.

### **Qualifications**

Experience: Generally six years work experience in a related substantive field, (e.g., media, international affairs, military, political, economic, science and technology).

Education: A University degree (three- or four-year) in area studies, media studies, or other applicable field such as journalism, political science, economics, or history.

Special Qualifications: Professional-level proficiency (speaks and comprehends the language with sufficient structural accuracy and vocabulary to participate effectively in most conversations) in reading and understanding English in addition to other languages pertinent to the region.