

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S12-071 **DATE:** July 24, 2012

SUBJECT: ANNOUNCEMENT NUMBER: 12-16

OPEN TO: All Interested Candidates

POSITION: Information Specialist
FSN-10, FP-5
FSN-9, FP-5 trainee levels may be established depending on qualifications and experience

OPENING DATE: July 24, 2012

CLOSING DATE: August 7, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR):
9,461,487 CFA per year–FSN-10
8,237,452 CFA per year –FSN-9
(Starting salary before benefits and allowances)

*Not-Ordinarily Resident (NOR):
US\$ 58,014 per year-FP-5
US\$50,043 per year-FP-5

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bamako is seeking an individual for the position of Information Specialist in the Public Affairs Section.

BASIC FUNCTION OF POSITION

The Information Specialist designs and implements the U.S. Embassy's media relations and information program in Mali, with a specific focus on social/new media, and acts as media advisor to all elements of the Mission. The incumbent reports to the Public Affairs Officer.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent is responsible for:

- Establishing and maintaining relations with the Malian media, ministerial public affairs offices, non-governmental organizations involved in media issues and political parties;
- Drafting and placing press releases;
- Translating PAO and Ambassadorial speeches, letters and other media related documents;
- Assisting U.S. and international press covering Malian issues;
- Organizing media training for Malian journalists;
- Arranging media interviews for Embassy staff and visiting speakers and specialists;
- Arranging meetings between PAO and mission media contacts including publishers, editors, press spokespeople;
- Developing, maintaining and marketing contents for the Embassy's social/new media outlets (Facebook, Twitter, blogs, podcasts) as they are developed; tailoring messages to the desired audience being reached by social media outlets and work to develop and expand the Embassy's electronic outreach using new media;
- Analyzing and reporting on developments in the Malian media including the establishment of new media outlets, staff changes, editorial policy and party affiliation including changes in staff or ownership;
- Providing a daily summary and interpretation of the news: print, radio and internet based
- Assisting the PAO in developing the Mission media plan.

A copy of the complete Position Description listing all duties and responsibilities as well as the application are available in the HR office.

QUALIFICATIONS REQUIRED

- A University degree in journalism, public affairs, English, international relations or political science;
- At least two years of progressively responsible experience in the communications field as a journalist, broadcaster, writer or public relations specialist or a combination of similar related experience;
- Level IV English and French (English proficiency will be tested), and Bambara;
- Good computer skills (word processing, internet search ability);
- Strong interpersonal and verbal communication skills and must be able to work with little or no supervision.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available at <http://mali.usembassy.gov/about-the-embassy/job-opportunities.html> or at the U.S. Embassy's main entrance;
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **plus**
3. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov or at the U.S Embassy's main entrance
Attention: Human Resources Officer
American Embassy, B.P. 34, Bamako, Mali.

POINT OF CONTACT

HRO: 2070- 2511/2316 /2314 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: AUGUST 07, 2012

The U.S. Mission in Bamako, Mali, 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References