

**U.S. Embassy Kabul
Human Resources Office**

VACANCY ANNOUNCEMENT: COUNTRY MEDIA ADVISOR (FSN-10)

Announcement Number: 16-032

OPEN TO: All Internal Candidates (Women are encouraged to Apply)

POSITION: Country Media Advisor (FSN-10)

OPENING DATE: March 09, 2016

CLOSING DATE: March 22, 2016

WORK HOURS: Full-time, 40 hours/week

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

The U.S. Embassy in Kabul is seeking an individual for the position of Country Media Advisor in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

The incumbent serves as Country Media Advisor at one of the largest Public Affairs/Press operations in the world, and in a country that is one of the highest foreign policy priorities for the United States Government. The incumbent reports to the Deputy Information Officer and, through him/her to the Spokesperson, PAO and other Mission leadership. Serves as primary LE Staff advisor on all issues related to long-term strategic planning on messaging, decisions on utilization of Mission grants program, and engagement with media and government.

Advises all elements of the Country Team including POL, ECON, Liaison with ISAF forces, DAO, USAID, FCS, FAS, DEA, FBI and Senior Civilian Representatives at the platforms throughout Afghanistan, in dealing with the media on a wide range of bilateral and multilateral issues. Develops and proposes strategies for countrywide reporting plans and for analytical cables. Provides input on funding for the largest PAS grants program in the world, supporting Post's public diplomacy and strategic communications objectives. Collates information from the field and provides countrywide analysis for reporting cables, summaries, and media analysis products, in coordination with the Open Source Center and NATO-ISAF analysis teams, to report on media trends and how the media covers issues of importance to the Mission.

The incumbent functions in an extremely sensitive political environment in which an ongoing insurgency adds to the urgency of accurate media reporting to make key security decisions, which requires skill and tact when dealing with contacts, military officials, Afghan government, media and civil society representatives, and USG grantees. As the principal LES media and strategic communications advisor to the Mission, plans and manages countrywide distribution of policy-related materials as requested by Mission representatives.- Coordinates daily analysis and media summary, Mission webpage guidance, and increasingly important social media. Deals daily with the Afghan media and some 600 media outlets countrywide. Plans and manages media programs for the Mission to promote better understanding of U.S. policies and achievements that support transition to an Afghan lead on security. Deals with national and regional media leaders, and with high-level GIROA officials involved in formulating information policy, including representatives of the Presidential Palace, Ministry of Information and Culture, and other Ministries (including Foreign Affairs, Interior, Defense). Often acts as the Mission's most direct contact with the media, briefing them on American policy and views in coordination with the Information Officer, particularly on fast-breaking issues like civilian casualties, suicide attacks, and statements by USG officials. Keeps the Country Team and provincial

platforms informed of Afghan media trends and suggests the best means of briefing Afghan media on the substance and significance of U.S. policies (articulated from various sources including DOD, NATO-ISAF, USFOR-A, DOS and other agencies).

Incumbent directly supervises the LE Staff Information Specialist, and through this position reviews/supervises the work of two LE Staff translators. Incumbent also provides general work guidance and oversight to all LE Staff in the Press Section. Advises American Press Officers, and through them, the regional platforms, on methods to counter disinformation and misinformation. By gaining an intimate knowledge of the media, staffing patterns and personalities, the incumbent suggests media coverage and the handling of all USG officials and CODEL visits, in addition to more than 100 public events annually that involve preparing invite lists for press conferences, backgrounders, representational events at all levels, and events in Kabul. Also advises the Information Officer on nominees for the International Visitor Leadership Program, Voluntary Visitor programs, Afghan media tours, scholarships, and large and small grants programs.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Four year college degree in journalism, liberal arts, social sciences, international relations or related fields. Additional specialized training in journalism, communication or any professional media management oriented field is required.

Experience: Five years of progressively responsible experience in public affairs activities, media, communications as a journalist, editor, radio/TV broadcaster, public relations or related work. 4 years of supervisory or managerial experience is required.

-OR-

Substitution Option:

Education: two years of college degree in journalism, liberal arts, social sciences, international relations or related fields. Additional specialized training in journalism, communication or any professional media management oriented field is required.

Experience: Seven years of progressively responsible experience in public affairs activities, media, communications as a journalist, editor, radio/TV broadcaster, public relations or related work. 6 years of supervisory or managerial experience is required.

Language: Level IV Dari, working knowledge of Pashto, Level III English, written and spoken is required.

Knowledge: A thorough understanding of Afghanistan's political, economic, and social structures, key institutions, and individuals in the mass media, government, education and professions. Must understand thoroughly USG policies, NATO-ISAF positions, transition and other issues of importance to the bilateral relationship and international troop contributing nations.

Abilities and Skills: The incumbent should have the personal reputation and credibility that encourages, stimulates and sustains meaningful contacts through the highest echelons of the country media sector. Should be able to exercise sound political judgment, appraise fast-breaking events, and advise all American officers and visiting USG officials at the highest levels on political and social trends in Afghanistan. Must be able to communicate effectively, both verbally and in writing, and must be an effective manager, able to supervise and provide direction. Should be innovative and creative in planning, researching, writing and producing press materials and programs.

HOW TO APPLY:

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

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may also send a current resumé or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must

be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>

2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO:

Applications must be submitted through e-mail to this address: kabuljobs@state.gov

Subject line must be: **(Country Media Advisor VA 16-032)** or your application may not be considered.

CLOSING DATE FOR THIS POSITION: (March 22, 2016)

SELECTION PROCESS

When fully qualified, US Citizen 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.

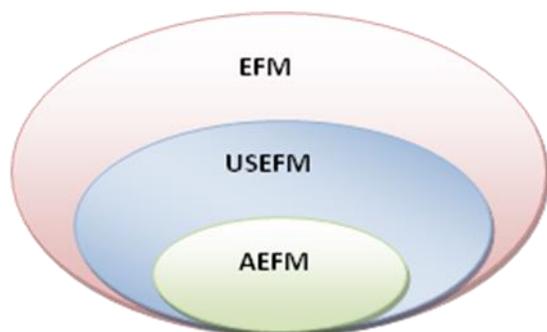
ADDITIONAL SELECTION CRITERIA

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. In-house interested candidates of this position should submit their applications through their American or FSN supervisor.
4. Current Ordinarily Resident employees with an Overall Summary rating of needs improvements or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently Employed US 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.
6. Currently employed NORs hired under a personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their work schedule.

The U.S. Mission in (Kabul) 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not 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 LCP.

5. 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.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

DISTRIBUTION: All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs,

Drafted: HRO: Barbara E. Simpson, Cleared: Joanne Joria, FMO: James Martin