



Temporary Media Director

An opportunity is available to work as a Temporary Media Director within the Public Affairs Section at the U.S. Embassy, Canberra.

Salary: A\$93,827 p.a. + superannuation benefits

Hours: 40hrs/week, Monday to Friday.

Length of Hire: Not to exceed January 2015

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of a university degree in marketing, international relations, humanities, business or social sciences is required.
2. A minimum of five years of progressively responsible experience in the fields of public relations, information or cultural activities, or journalism is required. One year of which must include supervisory experience.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Excellent writing and proven communication and interpersonal skills are required.
5. A thorough knowledge of Australia's media, political, economic, social, and educational structures, institutions, political parties, and key figures in influential institutions is required.
6. A current driver's license that enables the individual to legally drive in Australia is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **January 20, 2014**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: TEMPORARY MEDIA DIRECTOR

**POSITION GRADE LE- 10
(STARTING SALARY A\$93,827)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Under the supervision of the Information Officer (IO), the incumbent is responsible for serving as media liaison and advising and assisting the Country Public Affairs Officer (CPAO) and the IO in planning and administering a media outreach program in Canberra, which has significant countrywide impact, to explain U.S. domestic and foreign policies to Australian audiences. Coordinates the production of the Mission's daily press clips for the Embassy, Consulates and Washington, assists in preparing Mission principals for media engagements, and directly supervises the Electronic Media Coordinator and the Social Media Specialist.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

1. Media outreach and press support (50% of time)

Works with PAS and Mission Colleagues to develop media strategies to achieve Mission objectives. Directs the use of print, broadcast and online media in implementing these strategies.

Provides advice to CPAO and the Public Affairs Section (PAS) and in turn to the Ambassador and members of the Country Team, on appropriate media approaches to support goals articulated in the Mission's Integrated Country Strategy (ICS) and Public Diplomacy Implementation Plan (PDIP).

Identifies and maintains personal contact with Australian members of the Parliamentary Press Gallery in Canberra, as well as selected members of the press from other regions of the country, in close consultation with the consulate public affairs staff.

Answers media inquiries regarding U.S. policies and Embassy activities. Drafts and issues media releases on a wide range of topics.

Monitors Australian Media and produces Post's daily press clips with ICS-specific issues that appear in public forums.

Maintains press files on ICS issues and provides information and advice to Embassy officers as well as visiting USG officials on trends in news and media analysis as required through direct media monitoring. Writes briefing materials as requested. Issues media reaction reporting.

Arranges interviews, press conferences, television and radio appearances for the Ambassador and members of the country team as well as visiting U.S. Government officials and/or American specialists, in collaboration with CPAO and IO. Provides support as required

for U.S. press accompanying VIP visits. With the IO, maintains and updates media guidance document and media contact list.

2. Audience development and analysis (20% of time)

Responsible for annually reviewing and updating the post's media landscape document, which identifies and defines key Australian media institutions, associated key contacts and the context of their operating environments.

3. Staff management (30% of time)

Supervise, mentor, and identify training opportunities for the Electronic Media Coordinator and the Social Media Specialist.

4. Other duties as assigned.

Selection Criteria

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

1. Completion of a university degree in marketing, international relations, humanities, business or social sciences is required.
2. A minimum of five years of progressively responsible experience in the fields of public relations, information or cultural activities, or journalism is required. One year of which must include supervisory experience.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Excellent writing and proven communication and interpersonal skills are required.
5. A thorough knowledge of Australia's media, political, economic, social, and educational structures, institutions, political parties, and key figures in influential institutions is required.
6. A current driver's license that enables the individual to legally drive in Australia is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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. 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 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.
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.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

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

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

All applicants must address the selection criteria with specific and comprehensive information supporting each item.

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

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

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS JANUARY 20, 2014

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.

APPENDIX

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
- K. If applying for position that includes driving a U.S. Government vehicle, provide 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