



## **MEDIA AFFAIRS DIRECTOR U.S. CONSULATE GENERAL PERTH**

The U.S. Consulate General in Perth is seeking an individual to provide professional media services.

This position is on a full time basis.  
Starting salary **\$83,550 + superannuation benefits.**

Forward letter, resume and response to the selection criteria to the Human Resources Office, U.S. Consulate General, 16 St. Georges Terrace, PERTH WA 6000 by **December 5, 2014** or email at [perthadmin@state.gov](mailto:perthadmin@state.gov)

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.*

### **SELECTION CRITERIA**

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

1. A high school diploma or high school certificate (Year 12) is required.
2. At least six years of progressively responsible experience in public relations, marketing or journalism, with a thorough knowledge of political, economic, social, educational, and cultural structure in Australia and the U.S. is required.
3. Level IV English (fluency) required. This will be tested.
4. Demonstrated ability to develop and maintain contacts in government, education and media circles and proven interpersonal skills with ability to maintain composure and discretion while managing multiple tasks under pressure is required.
5. Excellent written and oral skills and the ability to convey nuanced positions on complex topics is required.
6. Well established computer skills in Microsoft Office applications, demonstrated use of online media platforms and the processing/editing of digital imagery and a typing speed of 40 words per minute is required.

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

## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The incumbent serves as principal advisor to the Consul General and Consulate General Perth staff on media-related strategies to advance U.S. Mission policies in Western Australia. S/he formulates and carries out operational plans to engage print and broadcast media and uses online platforms to inform and influence opinion leaders, policy makers, and the general public on Mission priorities and programs in Perth's consular district.

### **Major Duties and Responsibilities**

1. Advises the Consul General, Consulate General Perth staff, and Public Affairs Section (PAS) Canberra personnel on media strategies to support U.S. Mission policies in Western Australia. Arranges media opportunities for Mission personnel, visiting USG officials, and PAS grantees. (20%)
2. Monitors media coverage in Western Australia, inform Mission personnel of salient articles and trends, and advise the Consul General and PAS Canberra staff on appropriate responses. Drafts and issues media releases/advisories as well as social media posts to highlight Mission accomplishments, engagement, programs, and policy priorities. (20%)
3. Serves as Consulate General Perth's official photographer/videographer and develop original content (video, imagery, text) for use on post's online media platforms. (15%)
4. In consultation with the Consul General and PAS Canberra staff, responds to media inquiries on U.S. policy as well as queries from the general public in Western Australia. Cultivates working relationships with media based in Western Australia. (15%)
5. In consultation with the Consul General, Cultural Affairs Director, and Consulate General staff, develops and administers all logistical aspects of outreach programs and events targeting youth audiences and opinion/decision makers in Western Australia. (10%)
6. Prepares spot reporting on media affairs programming and activities for submission to post's Mission Activity Tracker (MAT). (5%)
7. Serves as back-up to the Protocol/Executive Assistant and assumes other duties as assigned. (10%)
8. Serves as Acting Cultural Affairs Director in her/his absence. (5%)

## SELECTION PROCESS

When fully qualified, U.S. 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. 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.
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 B); 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

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  
U.S. Consulate General, Perth  
16 St Georges Terrace  
PERTH WA 6000  
[perthadmin@state.gov](mailto:perthadmin@state.gov)

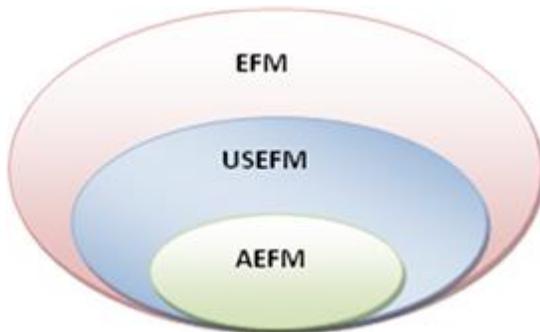
**CLOSING DATE FOR THIS POSITION: C.O.B. DECEMBER 5, 2014**

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.

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.

U.S. Mission Australia maintains a drug free work environment.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-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, 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.

**5. 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.

**6. 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.

EFM's 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).

## 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
- 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