

ANNOUNCEMENT NUMBER: 12-15

OPEN TO: All Interested Candidates
POSITION: Education and Cultural Specialist
OPENING DATE: May 10, 2012
CLOSING DATE: May 24, 2012
WORK HOURS: Full-time: 40 hours per 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 Nassau, The Bahamas is seeking an individual for the position of Education and Cultural Specialist in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION

The incumbent reports directly to the Public Affairs Officer (PAO) and serves as an advisor in support of the Mission Strategic Resource Plan (MSRP). The incumbent has primary responsibility for planning, developing, and implementing the U. S. Speaker program, the International and Voluntary Visitor Exchange Program, and programs and activities focused on education and culture. The incumbent works closely with academia, NGOs, government officials, civil society, business and cultural entities, and establishes and maintains contacts with high and mid-level individuals in these institutions. The incumbent also drafts and manages grants funding in support of MSRP goals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Rachel Poitier at 242-322-1181 x4293.

QUALIFICATIONS REQUIRED

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

1. A four (4) year degree is required.
2. Three (3) to Five (5) years of progressively responsible experience in cultural or informational media activities, public relations, university teaching, journalism or related fields is required.
3. Excellent oral and written communication in English (Level 4) is required.
4. Extensive knowledge of Bahamian political, social and educational structures, institutions, political parties, cultural movements and historical development is required.
5. Incumbent must have a thorough knowledge of U. S. society, culture, education, political processes and foreign policy concerns.

6. Must have the ability to work with other embassy staff in planning, coordinating, and carrying out public diplomacy programs. Must have the ability to independently plan, organize, and carry out assigned responsibilities using contacts, technology, and creative ideas. Must be able to proactively develop and maintain contacts among a broad cross-section of society. Flexibility and excellent communication and public speaking skills, interpersonal/organizational, MS computer application skills are required.

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 non-sensitive clearance.

SUBMIT APPLICATION TO

Human Resources Office
Attention: **Rachel Poitier**
42 Queen Street
Nassau, Bahamas
Telephone: 242-322-1181 x4293
FAX: 242-328-7838
Email: NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: May 24, 2012