HUMAN RESOURCES OFFICE
U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15 - 019

OPEN TO:	**All Interested Candidates/All Sources**
POSITION:	**Alumni Outreach Coordinator, FSN–9; FP-5** (Salary approx. Tk. 91,000 per month)
OPENING DATE:	**March 11, 2015**
CLOSING DATE:	**March 24, 2015** (before 4:30 p.m.)
WORK HOURS:	Full-time; 40 Hours/5 days per week

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

U.S. Embassy Dhaka is seeking applications for the position of **Alumni Outreach Coordinator** in the Cultural Affairs Unit of the Public Affairs Section (PAS) at the American Center.

BASIC FUNCTION: The incumbent develops and manages a comprehensive strategic Alumni Outreach program and other PAS programs designed to expand and deepen the embassy's engagement with a cross section of the Bangladeshi public; plans and manages annual alumni budget; organizes outreach events and activities; contributes to and promotes the alumni website; and drafts reports to Embassy and Washington officials. Maintains

contact information for alumni and other Public Affairs contacts through an electronic database. Assists in the identification of audiences and institutions for programming and outreach. Coordinates and serves as host for PAS's monthly television show, and manages public diplomacy publications and materials. Supervises the Distributive Record System (DRS) Clerk.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Coordination of Outreach Activities
In close cooperation with the Public Affairs Officer (PAO), Cultural Affairs Officer (CAO), and Public Diplomacy Officer (PDO), develops and implements a comprehensive strategic plan for alumni outreach and activities; organizes alumni events (general assemblies, receptions, conferences, seminars, workshops and other meetings) to integrate U.S. Government alumni into Embassy programming. Coordinates with the Alumni Affairs Office of the State Department, prepares proposals for funding, and manages Post's annual alumni budget. Contributes content and promotes membership on the State Alumni website, alumni.state.gov, and promotes participation in online activities such as web chats and digital video conferences (DVCs). Promotes the formation and development of alumni associations. Writes comprehensive reports on events and activities for distribution across Embassy Dhaka and to Washington, D.C.

Works with CAO and PDO to organize PAS outreach events (speaker programs, concerts, school and university outreach programs, etc.). Assists PAS Front Office to identify local partners/institutions to expand PAS contacts. Formulates strategy to reach new audiences by organizing innovative programs and grants.

b. Grants Administration
Serves as the Grant Officer Representative (GOR) for grants to partner organizations to carry out cultural or educational programs with an explicit alumni component. Keeps abreast of current grant management procedures and regulations to comply in timely and accurate fashion. Drafts and serves as the GOR for PAS outreach and engagement project proposals.

c. Media Outreach:
Coordinates and serves as the host for a PAS monthly television program featuring prominent alumni in partnership with major media houses. Assists to identify appropriate media partners and design innovative programs to further PAS objectives. Prepares content for programs and coordinates logistics and other support as required. Assists in all aspects of post-production and editing. Promotes the programs on social media platforms.

d. Management System and Clerk
Supervises the American Center's Distribution Records System (DRS); oversees management of the American Center's printing, production, and mailing capacity; supervises selection and distribution of Department of State publications to public audiences, and supervises the DRS clerk.

e. Management of Contact Database
Maintains an alumni database that coordinates with the State Department's global alumni archive. Continuously updates the audience and institution lists to ensure they are current and relevant to the Embassy's public diplomacy plans and goals. Creates new entries and ensures conformity with correct procedures before final confirmation. Prepares contact summary reports to be used in program planning and evaluation. Based on knowledge, experience, and judgment, advises the Cultural Office and program staff on ideal audience mix for Public Affairs programs. Provides lists of VIPs or those requiring special attention and ensures guest lists contain a broad mix of invitees.

QUALIFICATIONS REQUIRED:

1. **Education:** Four year bachelor's degree in English, Communications, Journalism, Marketing, International Relations, or Social Sciences is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*

2. **Language Proficiency:** Level IV (Fluent) English & Bangla speaking/ reading is required. English language proficiency will be tested.

3. **Prior Work Experience:** Minimum 4 years of progressive professional experience in public affairs, public relations, marketing, media, journalism, educational or cultural programming, and/or academia is required.

4. **Knowledge:** Good knowledge of social/political/governmental/ educational/academic/economic structures required.

5. **Skills and Abilities:** Ability to coordinate multi-faceted alumni programming and manage ongoing projects; to perceive social/political structures and their relation to Embassy public diplomacy goals; and to operate computers and basic computerized information systems as required.

SELECTION PROCESS:

It is essential that candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

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 security clearance.

TO APPLY:

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

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

Application Form

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

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

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete andwill not be processed further:

I) A passport size photograph (taken within six months), and
II) A copy of Passport or Voter ID or Driver's License, and
III) A copy of educational or trade school certificate as required.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

ADDRESS YOUR APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

SUBMIT APPLICATION TO:

All candidates must submit the **Universal Application for Employment form** DS-174 either by regular mail (postal service) ***or,*** deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at http://dhaka.usembassy.gov/ (Go to "About Us" and click on "Job Opportunities")

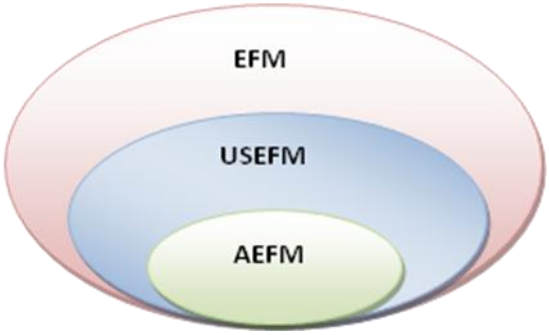
POINT OF CONTACT:
Human Resources Assistant
Telephone #88 02 5566 2000 (between 10am to 11am Sunday through Thursday)

CLOSING DATE FOR THIS POSITION: March 24, 2015

The U.S. Mission in Dhaka 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, 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).

Cleared by:

HRO: x
PAO: x
FMO: x