

**HUMAN RESOURCES OFFICE
U.S. EMBASSY DHAKA**

VACANCY ANNOUNCEMENT NUMBER – 16 - 016

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Social Media Coordinator, FSN-8
(Salary approx. Tk. 89,000 per month)
- OPENING DATE:** February 24, 2016
- CLOSING DATE:** March 8, 2016 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- SALARY:** Ordinarily Resident (OR): FSN-8
Not-Ordinarily Resident (NOR): FP-6*
*Final grade/step for NORs will be determined by Washington.

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

U.S. Embassy Dhaka is seeking eligible and qualified applicants for the position of **Social Media Coordinator**.

BASIC FUNCTION: The incumbent serves as a first-line communicator at the Embassy, managing eight social media platforms and the U.S. Embassy website; supervises a website assistant; analyzes and reports on electronic and social media to Mission and Washington contacts; and assists with program planning and implementation.



MAJOR DUTIES AND RESPONSIBILITIES:

A. Social Media Coordinator:

Serves as a first-line communicator at the Embassy, managing the second-largest Embassy Facebook page in the world as well as four American Corner Facebook pages and a huge Twitter account, as well as YouTube and Flickr pages, reaching hundreds of thousands of people every day with posts that influence public opinion in favor of U.S. policies and programs. Exercises good judgment every day in creating and posting content.

B. Webmaster:

Oversees the maintenance and content of the U.S. Embassy Dhaka's website, including photo galleries, press releases, consular information, procurement and HR postings. Contributes to website design, including graphics, audio and video content. Coordinates with other Embassy sections to update the site. Supervises a web assistant who performs daily maintenance tasks.

C. Electronic and Social Media Analyst:

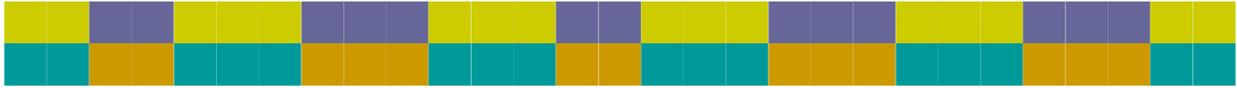
Monitors and reports on electronic and social media daily both to Mission contacts and to Washington on issues of concern that do not always appear in the traditional press.

D. Program Coordinator:

Assists with the communications planning and promotion of Embassy events and PAS (Public Affairs Section) programs, including VIP visits, press conferences, cultural programs and exchanges. Drafts and designs PAS publicity materials, program descriptions, library and EducationUSA promotional materials.

QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor's degree in Arts, Commerce or Science (U.S. equivalent college studies) is required. *(You must attach a copy of your Bachelor's degree certificate along with your application form.)*
- 2. Prior Work Experience:** Three years of progressively responsible experience in communications work, including developing and implementing electronic and social media communications platforms is required. These three years of experience should include two years of networking experience covering Internet protocol, web applications, relational databases and content management.



3. Language Proficiency: Level IV (Fluent) English & Bangla is required. English language proficiency will be tested.

4. Skills and Abilities: The incumbent must absorb complex information about nearly all the areas in which the U.S. and Bangladesh cooperate and must be able to simplify the points into accessible and interesting social media posts. Must have highly developed analytic skills to write the daily social media analysis that goes out to all Bangladesh watches at the Mission and in Washington. Finally, technology is constantly changing, and s/he must be ahead of the curve. This means learning new technologies, being a first adopter, and teaching others in PAS and the Embassy how to use new strategies to reach new audiences.

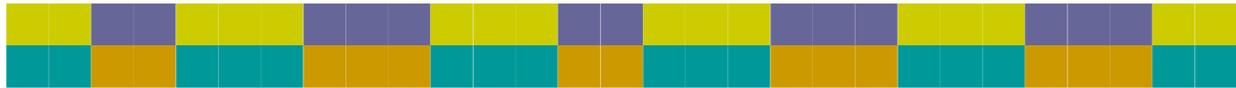
SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on Leave With Out Pay (LWOP)

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification.



HOW TO APPLY:

Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), available on our website at <http://dhaka.usembassy.gov/> (go to “About Us” and click on “Job Opportunities”); blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepalese & Vatican Embassies); and

[Application Form](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

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 and will 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.

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).



WHERE TO APPLY:

Human Resources Office

Attention: HRO

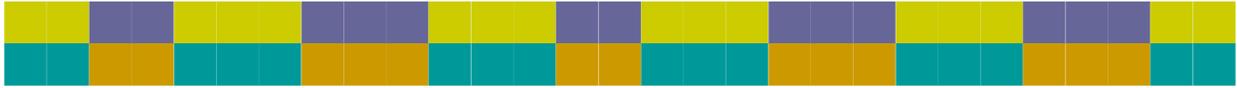
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

FOR FURTHER INFORMATION:

Human Resources Assistant

Telephone #88 02 5566 2000 (between 10am to 11am Sunday through Thursday)

EQUAL EMPLOYMENT OPPORTUNITY: 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.



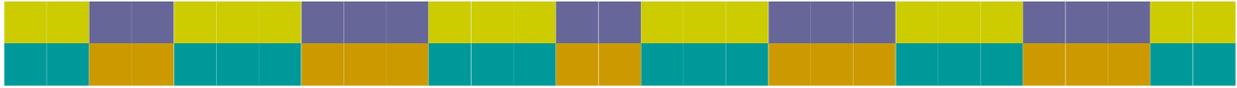
Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**



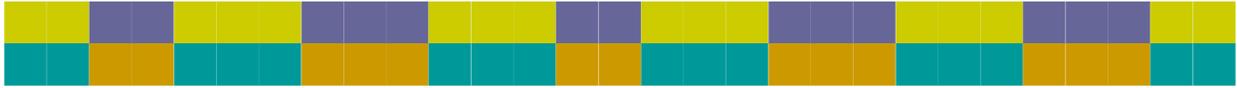
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.



Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Cleared by:

HRO: x

PAO: x

FMO: x