



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 15-003**

DATE: January 6, 2015

OPEN TO: All Interested Candidates

POSITION: **Information Resources Center Coordinator, PAS, FSN-09, FP-05**

OPENING DATE: January 6, 2015

CLOSING DATE: January 23, 2015

WORK HOURS: Full time: 40 hours/week

SALARY

*Ordinarily Resident:
Position Grade: FSN-09/1 BDS\$86,510.00 p.a. (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-05/1 US\$50,544.00 p.a. (Starting Salary)

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

The U.S. Embassy in Bridgetown is seeking an individual for the position of an Information Resources Center Coordinator, Public Affairs Section.

BASIC FUNCTION OF POSITION:

As principal advisor to the Public Affairs Officer for information resources and their dissemination, the IR Coordinator is responsible for directing and administering an information resource center of moderate scope and complexity which includes oversight for reference and outreach services intended to advance the U.S. Mission's public affairs goals in Barbados and the six other island nations of the Eastern Caribbean. The IR Coordinator has primary responsibility for coordinating the activities of the EducationUSA advisors throughout the seven countries to which the Mission is accredited, and the activities of the American Corners in Antigua and Dominica. Oversight and coordination requires occasional travel to the OECS nations. The IR Coordinator develops and maintains continuing personal contact with the highest-level target audience members including government officials, academia, cultural entities, business leaders and NGOs. The IR Coordinator also advises and assists PAO with the selection and programming involving U.S. speakers and artists.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is attached to this Vacancy Announcement for ease of reference.

QUALIFICATIONS REQUIRED

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

1. A university bachelor's degree in library/information science, literature, international affairs, education or American Studies is required.
2. Required to have three to five (3-5) years of progressively responsible experience in the field of information management or education. This includes experience in traditional research and reference services and in the use of emerging technologies and electronic resources, classroom instruction and/or guidance counselor duties.
3. FSI level IV fluency in English (reading, writing and speaking) is required.
4. Excellent knowledge of U.S. reference resource materials in the subject areas emphasized in the Integrated Country Strategy, and of current trends and developments in the United States and the Eastern Caribbean. Knowledge of electronic retrieval and delivery tools -- in particular the Internet, and of standard information science practices and procedures. Research/reference responsibilities require that the incumbent have in-depth knowledge of the U.S. and Eastern Caribbean foreign affairs policies, legislative, and domestic issues of relevance to Mission goals. Knowledge of the U.S. tertiary education system, including the university application process.
5. Required to possess a strong service orientation to the target audience as well as excellent interpersonal and cross-cultural skills; ability to develop and maintain extensive high-level contacts amongst key audiences members to determine information needs; ability to carry out reference searches and to respond rapidly to complex requests, often breaking news; ability to work with Public Diplomacy staff in planning, coordinating, and carrying out multi-media thematic programs, ability to independently plan, organize, and carry out assigned responsibilities using electronic-based technologies, including the internet, CD-ROM and online databases, ability to prioritize work schedules and incoming information requests; excellent oral and written communication skills. Must be able to manage budgets, coordinate the activities of the Embassy's EducationUSA advisors and American Corners directors throughout the Eastern Caribbean.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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.

TO APPLY

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

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

- 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.

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).

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 (*Yes or No*; if yes, provide explanation)
- 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

Drafted: CRivera, HR

Cleared: MHunte, HR

Cleared: YKerney, PAS

LFenton, RHRO

Approved: RHamilton, MC

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST EMBASSY, BRIDGETOWN	2. AGENCY STATE	3a. POSITION NO. N72111
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) CAJE

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Information Resources Center Coordinator., FSN-6105	FSN-9	CEW	10/03/2004
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Information Resources Center Coordinator	7. NAME OF EMPLOYEE VACANT
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8. OFFICE/SECTION Public Affairs Section	b. Second Subdivision
a. First Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Admin or Human Resources Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
See attached.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**
See attached.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:
A university bachelor's degree in library/information science, literature, international affairs, education or American Studies is required.

b. Prior Work Experience:

Three to five years of progressively responsible experience in the field of information management or education. This includes

experience in traditional research and reference services and in the use of emerging technologies and electronic resources, classroom instruction and/or guidance counselor duties.

c. Post Entry Training:

Training in electronic delivery systems used by the State Department, Office of Public Diplomacy; training to keep abreast of new trends and developments in information technology in the U.S. such as the Internet, research and reference sources, and services using electronic-based formats. Training in the EducationUSA network.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): FSI level V in reading, writing and speaking English.

e. Job Knowledge:

Excellent knowledge of U.S. reference resource materials in the subject areas emphasized in the Integrated Country Strategy, and of current trends and developments in the United States and the Eastern Caribbean. Knowledge of electronic retrieval and delivery tools -- in particular the Internet, and of standard information science practices and procedures. Research/reference responsibilities require that the incumbent have in-depth knowledge of the U.S. and Eastern Caribbean foreign affairs policies, legislative, and domestic issues of relevance to Mission goals. Knowledge of the U.S. tertiary education system, including the university application process.

f. Skills, and Abilities

Must possess a strong service orientation to the target audience as well as excellent interpersonal and cross-cultural skills; ability to develop and maintain extensive high-level contacts among key audiences members to determine information needs; ability to carry out reference searches and to respond rapidly to complex requests, often breaking news; ability to work with Public Diplomacy staff in planning, coordinating, and carrying out multi-media thematic programs, ability to independently plan, organize, and carry out assigned responsibilities using electronic-based technologies, including the internet, CD-ROM and online databases, ability to prioritize work schedules and incoming information requests; excellent oral and written communication skills. Must be able to manage budgets, coordinate the activities of the embassy' EducationUSA advisors and American Corners directors throughout the Eastern Caribbean.

16. POSITION ELEMENTS

a. Supervision Received:

Reports directly to and receives general supervision from the Public Affairs Officer; receives guidance and direction from the Deputy PAO, but otherwise functions independently to a large degree. PAO guidance is given in situations involving major policy decisions (e.g., direction of outreach programs).

b. Supervision Exercised:

Creates and oversees local planning committees handling logistics for PD activities across the Eastern Caribbean that involve the EducationUSA advisors and American Corners. Ensures these committees and individuals make the necessary arrangements for accommodations, venues, transportation, supplies, publicity etc. Manages the regionally based American Corners staff, and Education USA advisors throughout the Eastern Caribbean.

c. Available Guidelines:

Public Diplomacy guidelines as well as U.S. Mission operational instructions and policies, including the Integrated Country Strategy; standard information science and reference guidelines, State Department-generated training documents.

d. Exercise of Judgment:

Sets goals and objectives; makes administrative decisions; exercises judgment in matching information resources to the needs of the target audiences, and determines who is eligible to use IRC services. Uses critical judgment in developing and allocating program resources to fulfill the mission and objectives of the information resource center, the EducationUSA advising network, and the American Corners. Must use judgment and knowledge of Eastern Caribbean society/educational systems and American goals to recommend and plan the PD medium and message to explain the USG's position on specific and general issues as well as overall U.S. foreign policy. Uses judgment and knowledge of Eastern Caribbean societies and institutions in developing and overseeing planning committees on across the Eastern Caribbean to handle the local arrangements and guest lists for PD activities on those islands. Makes on-the-spot decision when representing the PAO on the OECS islands.

e. Authority to Make Commitments:

Makes commitments related to the administration of the IRC and the information program it supports, as well as budgets related to the EducationUSA advising network and the American Corners. Large expenditures require consultation with and approval of the PAO. Has limited authority to make commitments to local program participants. Can give

preliminary agreement to cost of venues for cultural and other programs. May confer with hotels, travel personnel and officials on reductions on venues, hotels, travel costs, work permits, departure fee etc. for USG projects and programs. Has authority to make normal commitments pertaining to PD programs while representing the PAO across the eastern Caribbean. Has authority to use representational funds for PD purposes on OECS islands.

f. **Nature, Level, and Purpose of Contacts:**

Given the nature and variety of PD programs the IRC coordinator must develop and maintain significant contacts at every level of society on all seven islands. These contacts range from ministers of Government, permanent secretaries, heads of departments, heads of quasi-government agencies, chief executives of leading businesses, leaders of civil society, religious leaders, heads of social agencies, non-governmental organizations, service and volunteer clubs, youth groups and associations, professional organizations and intra-regional organizations, university officials, Fulbrighters, American Fellows and other exchange participants and their supervisors. Nature of contact is to ensure the IRC, American Corners and EducationUSA advisors meet information sharing needs and to advise them of new products and services. Regular contact with the appropriate IIP and ECA Bureau elements in the State Department is also necessary. Nature of contacts also includes discussions to determine feasibility of PD events in Barbados and the Eastern Caribbean.

g. **Time Expected to Reach Full Performance Level:**

With the necessary qualifications and prior work experience as stated above, the incumbent would be able to fully carry out duties independently within 12-18 months of assuming the position.

Information Resource Coordinator

BASIC FUNCTIONS OF THE POSITION

As principal advisor to the Public Affairs Officer for information resources and their dissemination, the IR coordinator is responsible for directing and administering an information resource center of moderate scope and complexity which includes oversight for reference and outreach services intended to advance the U.S. Mission's public affairs goals in Barbados and the six other island nations of the Eastern Caribbean. The IR coordinator has primary responsibility for coordinating the activities of the EducationUSA advisors throughout the seven countries to which the Mission is accredited, and the activities of the American corners in Antigua and Dominica. Oversight and coordination requires occasional travel to the OECS nations. The IR coordinator develops and maintains the continuing personal contact with the highest-level target audience members including government officials, academia, cultural entities, business leaders and NGOs. The IR coordinator also advises and assists PAO with the selection and programming involving U.S. speakers and artists.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. **IRC Management**

25%

- a. As the sole IRC staff member, plans, develops, and manages a moderately complex IRC in accordance with the Integrated Country Strategy objectives and priorities. Is responsible for all aspects of management of the IRC's research and reference services, and ensures that authoritative information about the U.S. is provided through its outreach services. Devises strategies for cost-effective, automated means of information transmittal to target audiences. Reviews the technological capabilities of the IRC on an on-going basis to optimize post information services. Develops an IRC strategic plan in coordination with the PAO and the regional IRO.
- b. Advises the various agencies that comprise the U.S. Mission of the services provided by the IRC that will further Mission objectives in the countries of the Eastern Caribbean. Prepares IRC contributions to Public Diplomacy budget submissions. Advises the PAO of strategies for managing resources to ensure maximum cost effectiveness and productivity. As relevant, prepares analytical reports and writes briefs on special IRC programs and or problems. Ensures adequate IRC records and statistics are maintained for Post and or Mission managers and for reporting requirements.
- c. Monitors developments in information technology in the United States and the Eastern Caribbean, evaluates their relevance to the post's public affairs program, and recommends cost-effective strategies for their use. Keeps current with the developments in American political, educational and cultural events.

- d. Receives and responds to a wide range of queries from high-level contacts as well as from Public Diplomacy staff and other U.S. Mission elements. Analyzes content of the query and whenever necessary, contacts the client to clarify request. Researches inquiry by interpreting U.S. government, legal, legislative, and other appropriate sources. In the process uses print and electronic information sources, but essentially the latter, including the Internet, and commercial on-line databases. In the event a query cannot be handled at post, refers it to the I Bureau reference coordinators for resolution. Masters new databases and software tools as needed.
- e. Determines the appropriate mix of print and electronic resources necessary to successfully administer the IRC's information and outreach programs. Selects materials such as U.S. government publications, think tank reports, CD-ROM databases, and print reference titles for the IRC collection. In the selection and evaluation process, assesses content of materials for authority and relevance to Mission Strategic Plan and Mission Program goals.

2. Outreach/Public Programs

35%

- a. With nominal guidance from the PAO, designs a variety of outreach services to Embassy contacts in support of Mission objectives and of the American policies and positions in contemporary regional and world affairs. These include selective dissemination on information (SDI), and article alerts for select upper-level Post contacts (e.g. Parliamentarians, academics, senior government officials, and the media). As necessary, consults with the PAO and other Mission officers for information for SDI profiles, and interviews recipients of the SDI service to tailor appropriate strategies to meet their information needs. Regularly reviews information resources and distributes materials, to contacts throughout the Eastern Caribbean. Maintains frequent personal contact with audience members regarding their use of the IRC resources and their technological capabilities, so that, wherever possible, outreach services can be transmitted to them electronically. The primary platforms for PD programming in the OECS nations is the Mission's two American Corners. Educational diplomacy is conducted primarily through the Mission's EducationUSA advising network which operates across the entire Eastern Caribbean.
- b. Provides information tailored to the needs of the U.S. Mission elements and in this regard offers such services as daily news updating and or issues tracking to the Ambassador, and DCM and section chiefs such as POL/ECON, using electronic based information services for this purpose. Also supports the Information Unit of the Public Affairs Section with research and retrieval of articles and information.
- c. As feasible, develops strategies to market IRC products and services and to showcase American information products. Works closely with the other members of the Public Diplomacy team at Bridgetown to enhance post-sponsored programs.
- d. Shares responsibility for the maintenance of the Mission home page with the post's systems manager. Recommends appropriate materials and links for inclusion and ensures accuracy of content and, as much as possible, relevance to Country Plan themes. Promotes the home page to target audiences.
- e. Keeps current with the emerging library/information science technology, both in the United States and in the Eastern Caribbean, to determine its possible application to the IRC's information and outreach services.

3. EducationUSA advisors and American Corners

35%

- f. The EducationUSA director collaborates with the local Educational Advisers to support advising for U.S. study; Promote EducationUSA center and services in all communication with Institutional Partner Network; Facilitate communication between Educational Advisers and Institutional Partners; Assist in organizing activities for visiting U.S. colleges and universities; Present at orientations at the advising center, providing an overview of U.S. higher education; Contacts alumni of U.S. colleges/universities, as well as Fulbright alumni to participate in advising center activities. Maintains current information about educational opportunities in the United States, testing, university entrance requirements, and financial aid. Serves as the Mission's Education USA Advisor, and coordinates the

activities of the regional EducationUSA advisors.

4. **General Administrative Support**

5%

Perform research in response to requests for information from the Public Affairs Section, and drafts answers to such requests, including those addressed to the D/PAO, the DCM, and/or the Ambassador; Draft Mission Activity Tracker (MAT) entries for review/approval by MAT Administrator/DPAO; Assist with logistics and/or tasks associated with the visits of VIPs, e.g. senior State Department, legislative, or Executive branch staff; Review newspapers and other published sources for coverage of PAS-related activities and local perspectives on US foreign policy; Manages incoming phone, e-mail, and other inquires as well as PAS visitors, overseeing access to the PAS.