

# EMBASSY OF THE UNITED STATES OF AMERICA

## RANGOON

# ANNOUNCEMENT

**VACANCY ANNOUNCEMENT NUMBER: USAID 16 - 04**

- OPEN TO:** Myanmar Citizens and all interested candidates with permanent residence status
- POSITION:** Development Outreach and Communications Specialist
- OPENING DATE:** February 16, 2016
- CLOSING DATE:** March 11, 2016
- WORK HOURS:** Full-time, (40 hours/week)
- POSITION GRADE:** FSN-10

**SALARY: FSN-9 \$12,671 per annum (Starting salary).** The position is classified at FSN-10 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's qualifications, and at the discretion of USAID, the incumbent may be hired at FSN-9 "development" level for the first year of employment. After one year, promotion to FSN-10 will be subject to successful performance. Promotion to the target FSN-10 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

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

The U.S. Embassy in Rangoon is seeking an individual for the position of Development Outreach and Communications Specialist in the Program Development Office (PDO) in the United States Agency for International Development (USAID).

### **BASIC FUNCTION OF THE POSITION**

The Development Outreach and Communications (DOC) Specialist provides outreach and communications support to USAID/Burma under the direct supervision of the Senior Development Outreach and Communications (S/DOC) Coordinator. Specifically, to serve as the primary point of contact for media and public information requests, to maintain social media accounts and the website, and to assist in the development and update of standard Mission communications products including fact sheets, social media and web content, as well as to work with the S/DOC to develop planning and

tracking systems to meet the demands of the growing Mission. Effective written communications are absolutely critical to perform successfully in this position.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

### **1. EDUCATION:**

A bachelor's degree in communications, journalism, graphic design or a related field is required.

### **2. EXPERIENCE: (25 points)**

Five or more years of progressively responsible experience in communications, journalism, marketing, advertising, public relations, mass media, or arts is required. Proven experience in disseminating information to a variety of target audiences, via print, broadcast, social media and/or the Web, is required.

### **3. LANGUAGE:**

Level IV (fluent) in English language and in Burmese is required. Must be able to write acceptable Burmese and English language press copy and to translate highly technical materials verbally or in writing.

### **4. JOB KNOWLEDGE: (35 points)**

- Must be thoroughly familiar with local media influencers and the relationships between media organizations.
- Must understand political orientation of local media outlets, as well as U.S. government policies and their local implications.
- Must have demonstrated skills and/or experience in public relations; a broad understanding of issues related to international development and transition economies.
- Thorough knowledge of media operations (print, television, internet, radio) is required.

### **5. SKILLS AND ABILITIES: (40 points)**

- Must have the ability to establish and maintain collegial relations with press and media contacts and exercise sound judgment in representing the U.S. Government while discussing program activities with the press and media are essential elements of the job.
- Must have demonstrated ability to work as a team member and provide leadership in the areas of his/her competencies.
- Must possess the ability to craft information messages in various media formats such as press release, speech, talking points, fact sheets targeting a variety of audiences.
- Must be comfortable working independently, managing several activities at once, and working under pressure to meet short deadlines, including how to shape a story and get it published.
- Must have demonstrated ability to populate, maintain and analyze web and social media usage.
- Must have excellent working use of Google and MS Office, including PowerPoint, and strong digital photography skills.
- Must be able to manage different types of social media platforms and applications, such as FB, Twitter, You Tube, and Flickr.

- Must have a flair for graphic design, as in manipulation of scanning software, Adobe Photoshop, In-design, and/or Image Ready software.
- Must be able to edit both languages to produce final products in good journalistic style.

**FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at [http://burma.usembassy.gov/job\\_opportunities.html](http://burma.usembassy.gov/job_opportunities.html) )**

**SELECTION PROCESS:**

**Initial Screening:** Applications will be initially screened for eligibility in accordance with the minimum requirement of education and experience.

**Evaluation:** Applications that meet the minimum requirement will be scored and evaluated in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given an English test and a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from English test score of Level 4 (62 out of 80 or above) may be invited for an interview. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates under probationary period must have completed 52 weeks of employment in their current position before being eligible to apply.

**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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Please state clearly any relative employed by the U.S. government. A false statement in this regards is cause for disqualification.
5. Eligible age: Between 18 and 60.

**TO APPLY**

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

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

2. A current resume or curriculum vitae that provides the same information found on the UAE (see appendix B); and
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy  
110 University Avenue  
Kamayut Township, Yangon

**Or**

Via e-mail to [HRORangoon@state.gov](mailto:HRORangoon@state.gov)

**CLOSING DATE FOR THIS POSITION: March 11, 2016**

The U.S. Mission in Rangoon 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.