



UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5483 FAX: (613) 688-3055

Location: OTTAWA, CANADA

**MEDIA ASSISTANT
VACANCY NUMBER: 14-103**

Friday, January 02, 2015
This Vacancy is **Open**

OPEN TO: All Interested Candidates

POSITION: Media Assistant **Grade:** FSN-8; FP-6*

OPENING DATE: Friday, January 02, 2015

CLOSING DATE: Friday, January 16, 2015

WORK HOURS: Full time; 40 hours per week

SALARY: Ordinarily Residents - FSN-8/1, \$51,105 CAD per annum
*Not-Ordinarily Residents - FP-6/1, \$45,038 USD per annum

LENGTH OF HIRE:PSA/FMA

NOTE: ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Media Assistant in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Under supervision of the Information Officer (IO) and day-to-day guidance of the Senior Media Specialist, the Media Assistant carries out a variety of assignments in support of Mission public diplomacy functions and goals in Canada. These include such activities as providing media outreach to special audiences, serving as primary contact to other Mission agencies to assist with media events and public affairs strategies, monitoring the media and preparing daily reports, setting up press conferences and media interviews. The incumbent incorporates social media strategies into all Embassy press and programming events, develops and maintains contacts with journalists and bloggers in digital media networks, and recommends strategies to engage audiences using web-based technologies such as Facebook, Twitter, webchats

and online discussion groups, interacting with self-selected audiences contacting the Mission and responding to incoming information queries from the public. S/he drafts press releases and in-house briefings for Embassy events, manages database contacts for subscriber-based e-programming, updates Mission Activity Tracker with media placements, press interviews, op-eds, and embassy events, and performs a variety of administrative tasks for the Press Section. S/he provides back-up for the Digital Engagement team members in updating both Mission websites and social media platforms. In the absence of Senior Media Specialist, incumbent prepares daily media summary and attends press brief in front office, and also serves as backup to Senior Media Specialist and Digital Engagement Specialist.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item.

- 1. Education:** University degree in journalism, communications, public relations, liberal arts, international relations, political science or related field.
- 2. Experience:** The candidate should have at least two years of progressively responsible experience in communications, media relations, media, government or related fields.
- 3. Language:** Level IV (Fluent) speaking/reading/writing English. Level III (Good Working Language) speaking/reading/writing French.
- 4. Knowledge:** Extensive knowledge of Canadian media scene and how to conduct effective public and media outreach. Good working knowledge of Canadian political, economic, social, educational structure, political parties, media and key personalities. Knowledge of the Public Affairs Sections cultural and informational programs and techniques desirable. Basic knowledge of relevant administrative guidelines. Broad background knowledge of American institutions.
- 5. Skills and Abilities:** Ability to plan and carry out assigned projects with only general supervision. Ability to analyze and draft and orally deliver reports, briefings and correspondence in English. Strong research, writing and organizational skills and an innate interest in news. Effective oral communication skills for taking media calls in both English and French languages essential. Ability to advise U.S. officers regarding media trends in Canada. Strong skills in use of common office computer for word processing, e mail, internet, and database functions, especially Word, Excel and PowerPoint. Typing level II.
- 6. Interpersonal Skills:** Excellent interpersonal skills to effectively deal with media and government officials.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Preference Candidates should clearly identify themselves in the subject line. It is also essential that candidates address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in

determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

When a candidate meets all the advertised requirements of the position (e.g. education, prior work experience, language), but has no knowledge of the internal operating procedures of the section or agency, they may be hired at a Developmental Level.

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. Temporary employees do not serve probationary period therefore they are eligible to apply for positions.
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 EFM's 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. Candidates must be able to obtain and hold a non-sensitive security clearance for this position and pass a medical examination.
7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met.

TO APPLY

All applications must include:

1. A cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications.
2. It is a requirement that all applicants fill out the DS-174 Universal Application Form which can be found on the website at <http://canada.usembassy.gov/about-us/human-resources.html>. Resumes will not be accepted without the accompanying DS-174.
3. U.S. Citizen Eligible Family Members (USEFM's) and U.S. Veterans are preference candidates and should identify themselves accordingly on the application. Candidates who claim U.S. Veteran preference must include a copy of their DD-214 (Report of Separation from the Armed Forces of the United States).

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

5. Proof of eligibility to work in Canada (i.e. copy of passport, birth certificate, permanent residency card, etc.)

SUBMIT APPLICATION TO: Human Resources Office
U.S. Embassy
P. O. Box: 866, Station: B
Ottawa ON K1P 5T1

You may also e-mail the Applications to:
(ottawahr@state.gov) and Reference Job
Announcement number.

POINT OF CONTACT: Lola Maksumova
Phone:(613) 688-5482

DEFINITIONS

I. 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 below) at least 18 years of age; 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 FAM3232.2.

II. 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, step-children 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 step-parents 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 step-sisters and step-brothers, 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.

III. 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.

An MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. 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 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.

V. 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 Package (LCP).

CLOSING DATE FOR THIS POSITION: FRIDAY, JANUARY 16, 2015

The U.S. Mission in Canada 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.

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