



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: 15-9995**

Tuesday, December 08, 2015  
This Vacancy is **Open**

**OPEN TO:** All Interested Candidates / All Sources

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

**OPENING DATE:** Tuesday, December 08, 2015

**CLOSING DATE:** Tuesday, December 22, 2015

**WORK HOURS:** Full time; 40 hours per week

**SALARY:** Ordinarily Resident FSN-8/1, 53,149 CAD p.a.  
Not-Ordinarily Resident FP-6/1, 45,487 USD p.a.\*  
\*Final grade/step for NORs will be determined by Washington.

**LENGTH OF HIRE:**N/A

**NOTE:** ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST 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 the supervision of the Information Officer (IO) and day-to-day guidance of the Senior Media Specialist, the Media Assistant carries out assignments in support of Mission public diplomacy functions and goals in Canada. These include such activities as monitoring the media and preparing daily reports, providing media outreach to special audiences, serving as primary contact to other Mission agencies to assist with media events and public affairs plans and setting up media interviews. 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 administrative tasks for the Press Section. The incumbent works closely with Digital Engagement team members to integrate social media strategies into all Embassy press and programming events. In addition, s/he develops and maintains contacts with

journalists and bloggers in digital media networks, recommends strategies to engage with self-selected audiences who contact the Mission, and responds to incoming information queries from the public. S/he provides back-up for the Digital Engagement team members in updating the Mission website and social media platforms. In the absence of Senior Media Specialist, incumbent prepares daily media summary and attends the Executive Office press briefing, and also serves as backup to the Senior Media Specialist and Digital Engagement Specialist.

## QUALIFICATIONS REQUIRED

**NOTE: 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:** University degree in journalism, communications, public relations and/or 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 Knowledge) speaking/reading/writing French.
- 4. Knowledge:** Extensive knowledge of Canadian media 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. 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 essential. Ability to advise U.S. officers regarding media trends in Canada. Strong skills in use of common office computer for word processing, email, internet, and database functions, especially Word, Excel, and PowerPoint. Typing level II. This may be tested.
- 6. Interpersonal Skills:** Excellent interpersonal skills to deal with internal colleagues and external contacts.

## 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 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 (insert Secret or Top Secret) security clearance.

### **TO APPLY**

Applicants must submit the following documents to be considered:

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. Universal Application for Employment (UAE) (Form DS-174), which is available on our website at <http://canada.usembassy.gov/about-us/human-resources.html> or by contacting Human Resources. (See "For Further Information" above); and
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.).
4. Proof of eligibility to work in Canada (e.g., copy of passport, birth certificate, permanent residency card, etc.).

**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).

**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](mailto:ottawahr@state.gov)) and Reference Job

Announcement number.

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

## DEFINITIONS

### Appendix A.

Eligible Family Member (EFM): An EFM for employment purposes is defined 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.

**CLOSING DATE FOR THIS POSITION: TUESDAY, DECEMBER 22, 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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