

**U.S. Embassy Rabat ✧ Human Resources Office
Vacancy Announcement**

WEBMASTER AND VIDEO EDITOR

ANNOUNCEMENT NUMBER: 12-17

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: Webmaster and Video Editor, FSN-09, FP-5*

OPENING DATE: Thursday, April 12, 2012

CLOSING DATE: Thursday, April 26, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: \$50,043 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-5 following confirmation by Washington)

*Ordinarily Resident: Gross Salary 241,379 DH p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)
(Position Grade: FSN-09)

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

The U.S. Embassy in Rabat is seeking an individual for Webmaster and Video Editor position.

BASIC FUNCTION OF POSITION:

The incumbent develops, maintains and markets the U.S. Mission website on a regular basis, communicating the Mission's policies, programs and activities. Maintains the Mission Facebook page and Twitter account-and other, future social media sites-with regular updates based on selections from PAS staff. Responsible for the layout and design of graphics and text in various formats for PAS promotional materials, including the newsletter. Produces original content for distribution through the Mission's YouTube page and other platforms (Facebook, website, Moroccan media sites), such as video interviews and composite productions using audio, video, pictures and graphics. Provides information technology (IT) support for public diplomacy.

QUALIFICATIONS REQUIRED

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

Education: Degree in information science, technology, public relations, journalism, American studies, international relations, or a related field is required.

Experience: Three to five years of progressively responsible experience in information technology, media, or related field, including extensive experience with computer software applications, Internet and web content management is required.

Language: Minimum Level III (good working knowledge) for speaking and reading English is required. Minimum Level IV (fluent) for speaking and reading French and Arabic is required.

Knowledge:

Excellent knowledge of Internet and electronic communications issues, databases, webpage and graphic design, and computer software applications including video editing packages. Familiarity with scanners, digital cameras, copiers, printers, video cameras. Good knowledge of host-country political processes, social structure, media and government and academic institutions, and of U.S. society.

Skills and Abilities:

Familiarity with HTML and other webpage development and editing software, as well as use of spreadsheet, database, word processing, graphics and e-mail applications and Internet search procedures. High level of creativity and ability to produce original video content and quality pictures for the Internet website and social media platforms. Excellent interpersonal and communication skills, especially writing skills.

SELECTION PROCESS

When equally qualified, US Citizen EFMs and US 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 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.
3. 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.
4. 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.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions.

TO APPLY

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

1. Universal Application for Employment, DS-174 form.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 12-17
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- US Citizen; and,
- EFM (see above) at least 18 years old; 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 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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, stepchildren 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 stepparents 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 stepsisters and stepbrothers, 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.

3. 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 US Citizen.

4. 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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Morocco 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 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.

Approved:DMasic, Drafted:HRO:KZerhdani, Cleared:A/FMO:SHopkins, PAS:ASchwoebel
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