



VACANCY ANNOUNCEMENT AMERICAN EMBASSY, ABIDJAN COTE D'IVOIRE

ANNOUNCEMENT NUMBER: 09-15

OPEN TO: All Interested Candidates/All Sources

POSITION: Media Analyst (Open Source Center - OSC);
LHS-08; FP-6*

OPENING DATE: FEBRUARY 10, 2015
CLOSING DATE: FEBRUARY 27, 2015

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: FP-6*
*Ordinarily Resident: LHS-08

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

The U.S. Embassy in Abidjan is seeking an individual to fill the position of **Media Analyst** for the Open Source Center (OSC) in Abidjan.

BASIC FUNCTION OF POSITION

The successful candidates will monitor regional print, electronic, broadcast and social media and prepare written and multimedia analytic reports on regional developments. The position also requires a high level of understanding and interest in regional political developments, as well as the regional media and information environments. The position could require extended hours, including some weekends and holidays, and require multi-year development to reach full performance level. Work is performed in a fast-paced team environment, often under pressure of short deadlines. Occasional travel to support a dispersed mission is possible.

Summary of Duties

- Monitor regional print, electronic, and broadcast media and translate items.
- Research and write analytic reports on regional developments.
- Incorporate video/multimedia and social media into analytic reports.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

Interested applicants for this position *MUST* submit the following, or the application will not be considered:

- 1. Application for U.S. Federal Employment (DS-174) completed in English; or a current resume/CV in English and;**
- 2. A *type-written and signed application cover letter* specifically applying for this position and addressing the minimum requirements as advertised and;**
- 3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.**

To view the new form (English and French versions) as well as the instructions for completing it, please click on the following link:

http://abidjan.usembassy.gov/how_to_apply2.html

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No.09-15; Media Analyst; OSC.

QUALIFICATIONS REQUIRED

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

1. A University degree (three-or-four-year) in political science, media studies, international relations, or related field is required. Master's degree is preferred.
2. Work experience in a related substantive field (e.g., media, international affairs, military, politics, economics, science and technology) is strongly desired.
3. Level IV (Fluent) speaking/reading/writing in a language spoken in west and central Africa is required. Hausa, Kanuri, Kinyarwanda, Lingala, Tamasheq, and Arabic are particularly desirable. Level IV (Fluent) English in speaking/reading/writing is required. Familiarity with other regional languages is strongly preferred. French proficiency is highly recommended. ***Language Proficiency will be tested.***
4. Significant knowledge of the media environment in West and/or Central Africa, particularly Nigeria and/or DRC as well as familiarity with social media is required. Familiarity with mass data analytics is strongly preferred. ***This may be tested.***
5. Strong critical thinking, analytic, and writing skills as well as high level of computer proficiency, particularly in Microsoft Office applications are required. ***Ability to type at least 40 words per minute. These may be tested.***
6. Ability to work with multimedia and in a multimedia environment and ability to use interpersonal skills, work collaboratively and effectively in a fast paced, often high-pressure,

multicultural, dispersed team environment as well as ability and willingness to perform a wide variety of tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements are also required. ***These may be tested.***

SUBMIT APPLICATION TO

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: FEBRUARY 27, 2015

The U.S. Mission in Abidjan 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.