



SUBJECT: **JOB OPPORTUNITY: PROGRAM COORDINATOR**

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

POSITION: **PROGRAM COORDINATOR, FSN-08**

OPENING DATE: August 24, 2015 **CLOSING DATE:** September 14, 2015

WORK HOURS: Full time, 40 hours/week

LENGTH OF HIRE: Temporary position for one year to cover parental leave (with a possible extension for another year) with an approximate start in November 2015

SALARY: Ordinarily Resident: Position Grade: FSN-8*
Starting annual salary for **Full-time performance 533,943 Kč**
*(Incumbent might be hired at developmental level **FSN-7**;
Starting annual salary at **Developmental level 428,903 Kč**

Not-Ordinarily Resident (EFM/MOH): Starting annual salary for
Full-time performance \$ 45,185*
(*Position Grade: FP-6 to be confirmed by Washington)

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and residency permits to be eligible for consideration.

The U.S. Embassy in Prague, Czech Republic is seeking an individual for a temporary full-time position of Program Coordinator in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Serves as Program Specialist and senior locally employed staff advisor to the Public Affairs Officer (PAO) on program planning, implementation and follow-up, and accompanying resource allocation, including coordination among the Public Affairs Section's elements. Provides program support for complex, countrywide public diplomacy programs with extensive and varied grants, exchange, speaker, and information dissemination functions. Serves as control for specific priority themes projects and develops various public outreach programs. Serves as the Public Affairs Section's primary liaison with the Embassy's Management Sections and Washington program resource allocation elements. Ensures the appropriate use of public diplomacy funds and resources in support of Mission objectives.



A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact email HROPrague@state.gov.

QUALIFICATIONS REQUIRED

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

- A. Education: University degree in project management, business administration, international relations, Public Relations.
- B. Prior Work Experience: Three years of progressively responsible experience in management with some experience in educational and cultural fields. Supervisory experience of one year required.
- C. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speaking/reading/writing): Level 4/4 (Fluent) speaking/reading/writing Czech is required. Level 4/4 (Fluent) speaking/reading/writing English is required.
Language proficiency will be tested.
- D. Must have excellent organizational and coordination skills to manage a large and varied Public Diplomacy programs involving at times a staff of 20 people at a busy post where priorities change rapidly.
- E. Must be able to plan and execute comprehensive and detailed budgets; must be able to work independently and show initiative in planning and problem-solving and to carry out assigned projects according to firm schedules; must anticipate draft reporting documents, cables, and a variety of internal and external correspondence in Czech and English.
- F. Must be able to identify, develop and maintain high level contacts with educational, government, media, cultural, NGO, publishing and related Public Diplomacy contacts in order to effectively evaluate and administer grants and publication translation programs.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFM) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.



Current employees serving a probationary period are not eligible to apply.

Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

Currently employed Not Ordinarily Residents employees (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.

TO APPLY

Interested candidates for this position should submit the following or the applications will not be considered:

1. A current resume or curriculum vitae (CV) that provides the same information as on DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); or
2. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HROPrague@state.gov. Please include "Program Coordinator" in the subject line.

Or by fax to: 257-022-811

Or by mail to:

Human Resources Office
American Embassy Prague
Trziste 15
118 01 Prague 1, Czech Republic

CLOSING DATE FOR THIS POSITION: September 14, 2015

The U.S. Mission in the Czech Republic 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.