



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 70A

The U.S. Embassy in Cairo is seeking an individual for the position of **IRC Assistant -Outreach** in the Information Resources Center.

OPEN TO: All interested candidates.

POSITION: **IRC Assistant -Outreach** - LES-9⁽¹⁾; FP-5⁽²⁾

OPENING DATE: August 28, 2014

CLOSING DATE: Open until filled

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-9, step 1 is L.E. 118,708,* However, the incumbent who has one year of the required experience will be considered and placed at the training level LES-8 step 1 is L.E. 98,851

(2) Actual FP grade and salary will be determined by the US Department of State.

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

BASIC FUNCTION OF POSITION

As the Main Programmer and the Coordinator for Outreach at the IRC, proactively designs, organizes, coordinates and delivers a wide range of outreach and programming that aligns with PD and Mission strategic goals, both at the IRC and at the growing network of American Spaces through greater Cairo and Egypt. Provides social media information outreach and programs towards target audiences, especially youth. Provides research and information outreach of a wide scope, and responds to complex inquiries from the IRC walk-in audience, U.S. Mission and Public Affairs target audiences and staff. Develops and maintains contact with target audience members, including with high level contacts in government, education, NGOs and cultural organizations.

QUALIFICATIONS REQUIRED

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

1. A university degree in mass communications, journalism, economics, business, public administration, public relations, information science, library science, political science, international affairs, languages, literature, humanities, education, sociology or American Studies is required.

2. Two years of progressively responsible experience in the field of teaching and instruction, outreach and program management, information and communications technologies, research, library sciences or media including experience in research and reference services, and emerging technologies and electronic resources. The incumbent who has a minimum of one year of the required experience will be considered and placed at the training level.
3. Level IV (fluent) in both spoken and written English and spoken and written Arabic.

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) 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

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.
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 EFMs who hold an FMA appointment 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.

TO APPLY

Interested applicants for this position must submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

SUBMIT APPLICATION TO
Human Resources Office



Attention: Lamiaa Hafez or Cindy El Deib
U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City
Email: cairojobs@state.gov

CLOSING DATE FOR THIS POSITION: Open until filled

The US Mission in Cairo 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.