

VACANCY ANNOUNCEMENT



Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

TO: All Interested Candidates
SUBJECT: US UNESCO Information Assistant
(Web/Social Media) - REISSUE

DATE: Nov. 22, 2010
NUMBER: V-2010-041

This announcement is reissued to extend the deadline until November 29, 2010.

OPEN TO: All Interested Candidates (See Definitions)

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

POSITION: PC-4010 - US UNESCO Information Assistant (Web/Social Media)
LES-07, FP-07 *

OPENING DATE: November 22, 2010

CLOSING DATE: November 29, 2010

WORK HOURS: Part-time: 20 hours/week for AEFMs/NORs
Part-time: 20 hours/week for Ordinarily Residents:

SALARY: Not Ordinarily Resident: \$39,994.00 gross p.a. (salary to be pro-rated to part-time)
Ordinarily Resident: €33,947.00 gross p.a. (salary to be pro-rated to part-time)

* Actual grade and salary will be based on the qualifications of the applicant

The U.S. Embassy in Paris seeks an Information Assistant (Web/Social Media) for its U.S. UNESCO Delegation.

BASIC FUNCTION OF POSITION:

The incumbent coordinates and maintains the USUNESCO public web and social media sites, insuring that U.S. Government (USG) messages are provided to the Mission's largest audiences. Major duties and responsibilities include:

- Under the supervision of the Public Affairs Officer or the Public Affairs Assistant, and the general direction of the Ambassador and the Deputy Chief of Mission, conceives, develops and executes strategies for electronic dissemination of the US Government (USG) information to achieve Mission Strategic Plan (MSP) goals.

- Continuously works to improve the Mission's web-based communications with the public.
- Serves as back-up to the Public Affairs Assistant, implementing information, exchange and cultural programs.
- Also backs-up PA Assistant as Mission photographer and videographer.
- Translates and performs interpretation work, miscellaneous office tasks and supports leading up to and during the Executive Board and General Conference.

QUALIFICATIONS REQUIRED:

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

Education:

University degree in communications, liberal arts, political science, social sciences, international relations, or equivalent is required.

Prior Work Experience:

Two to three years of progressively responsible experience in public relations with an emphasis on website development and social media implementation, including emerging technologies is required.

Language proficiency:

English (W-R-S), Level-4 – Fluency is required.

French (W-R-S), Level -4 – Fluency is required.

Knowledge:

Familiarity with U.S. Foreign policy is required, as well as strong knowledge of Public Affairs informational, exchange, and cultural programs and techniques is required. Technical knowledge of electronic information dissemination and web management is required. Knowledge of major social media sites and their uses, and familiarity with ongoing developments in the social media field and current information technologies are required.

Skills and abilities:

Ability to write well and to tailor content to specific audiences is required. Ability to translate written material into French is required. Intellectual skills to identify, edit and prepare a wide range of foreign policy and program information for dissemination are required. Ability to advise Mission on appropriate means for producing and transmitting information is required. Ability to evaluate the effectiveness of plans developed to communicate with the public is required. Ability to explain American practices and policies to foreign audiences and to carry out public affairs programs is required.

SELECTION PROCESS:

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 (See Definitions):

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. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, 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 or the application package will not be considered.

1. Application for U.S. Federal Employment: Form DS-0174 (hard copies available with HR) and form available on the employment page of the Embassy Internet site, or
2. A current resume or curriculum vitae in English that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form 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.

Evidence of authorization to work in France:

- For a dual national, copy of the European identity card (if not an EFM).
- For a non-French citizen, copy of the carte de séjour with a valid work permit.

SUBMIT APPLICATION TO:

Embassy of the USA
Human Resources Office
Attn: Genevieve Bayle or Jérôme De La Mater
2 Avenue Gabriel
75382 Paris Cedex 08

POINT OF CONTACT:

TEL: 01-43-12-25-74 or 01-46-12-26-52

FAX: 01-43-12-24-36

EMAIL: bayleGB@state.gov, or DeLaMaterJE@state.gov

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:

- (1) U.S. citizen; and
- (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
- (4) Residing at the sponsoring employee's post of assignment abroad; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

2. Eligible Family Members:

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or *custodial party*;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- (4) Spouse.

3. Member of household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Ordinarily resident (OR): A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

5. Not Ordinarily Resident (NOR): An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of “ordinarily resident” below) in the host country; and
- (3) Is not subject to host-country employment and tax laws; and
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

CLOSING DATE FOR THIS POSITION: November 29, 2010 COB (at 5:00 p.m. Paris time)

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Drafted: HR: GBayle

Cleared: USUNESCO: CKuehl, KKavalec
HR: TKomons

Approved: TMM: PTruhn