



JOB VACANCY ANNOUNCEMENT U.S. MISSION - ACCRA

The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified Ghanaian for the position of **DEVELOPMENT OUTREACH AND COMMUNICATIONS (DOC) SPECIALIST** in the Regional Program Office of USAID/West Africa. The Development Outreach and Communications (DOC) Specialist will report directly to the Senior DOC Specialist in the USAID/WA Regional Program Office. S/he will collaborate closely with the Technical Office team members and implementing partner communications contacts to implement USAID/WA's communication strategy. The DOC Specialist also liaises with USAID's Bureau for Legislative and Public Affairs (LPA) in Washington D.C.

Education & Prior Work Experience: A Bachelor's degree in Public Relations, Communications, Journalism or other relevant areas and a minimum of five years of progressively responsible experience in related fields with more than three years of experience in public relations, communications and/or journalism is required. Previous work experience with a U.S. Government agency, an international or non-governmental organization is required. Ability to write and speak English and French effectively for the purposes of gathering information is required.

For full requirements and position description, please log on to the following websites:

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

<http://www.usaid.gov/ghana/work-with-us/careers>;

<http://ghana.usembassy.gov/jobopportunities.html>

NOTE: THIS POSITION IS BEING ADVERTISED AT A DEVELOPMENTAL GRADE FSN-09. THE SUCCESSFUL CANDIDATE WILL BE MOVED TO THE FULL POSITION GRADE FSN-10 AFTER ONE YEAR, BASED ON SUCCESSFUL PERFORMANCE EVALUATION.

Developmental salary range (FSN - Grade-09) = GH¢35,270.00 - GH¢ 52,903), and
Full performance salary range (FSN Grade-10) = GH¢ 42,824.00 – GH¢ 64,241.00 p.a. (depending on qualification and experience)

Interested individuals should submit a **signed cover letter, relevant certificates and CV with references** to:

Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra

Or by Email to: acpersonnel@usaid.gov

*Only shortlisted applicants will be contacted. When submitting your application via email, start the subject line with the position title. **Failure to state this and submit signed letter with relevant documents will disqualify applicant.***

ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

CLOSING DATE: June 30, 2015

USAID/Ghana anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

**POSITION DESCRIPTION FOR
DEVELOPMENT OUTREACH AND COMMUNICATION (DOC) SPECIALIST**

BASIC FUNCTION OF POSITION

The Development Outreach and Communications (DOC) Specialist will report directly to the Senior DOC Specialist in the USAID/WA Regional Program Office. S/he will collaborate closely with the Technical Office team members and implementing partner communications contacts to implement USAID/WA's communication strategy. In addition, s/he works closely with the U.S. Embassy Public Affairs Section (PAS) to ensure that Embassy personnel are properly apprised of USAID/WA activities and projects in or affecting their countries, and that U.S. outreach and communication efforts are coordinated effectively and efficiently. The DOC Specialist also liaises with USAID's Bureau for Legislative and Public Affairs (LPA) in Washington D.C. USAID/WA manages the U.S. Government development program in West Africa including very high profile Presidential Initiatives such as Feed the Future, Power Africa, the Young African Leaders Initiative and the Global Health Initiative which includes the President's Emergency Plan for AIDS Relief.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

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| 1. | <p>Information Materials</p> <p>In consultation with the relevant and support technical offices, draft and design mission briefing/publicity materials, including program/project descriptions, "success stories," sector summaries, briefers, newsletters, slide presentations and other visual displays regarding USAID's objectives and programs. S/he will also compile briefing books tailored for individual high-level visitors as well as press packets;</p> <p>Organize outreach materials to ensure they are up-to-date and available to respond to requests for information from mission staff, Embassy PAS, press and USAID/Washington;</p> <p>Solicit information for quarterly newsletter on Science, Technology, Innovation and Partnerships, as well as other success stories from USAID program managers and implementing partners. Draft and/or edit these stories with appropriate photographs and/or videos;</p> <p>Collect, organize and draft content for the USAID/WA website pages and Embassy social media in coordination with DOC team, mission staff and implementing partners. Coordinate with USAID/Washington to submit success stories for the website;</p> <p>Respond to inquiries from the public and target audience for in-depth information.</p> | <p>Public
(50%)</p> |
| 2. | <p>and Clearing Documents</p> <p>For project site visits or events that involve the Ambassador, Deputy Chief of Mission, USAID Director or Deputy Director, the DOC Specialist ensures that all event information (e.g., scene</p> | <p>Drafting
(40%)</p> |

setters, talking points/remarks, briefers) have been prepared and meet quality standards and time requirements. This includes ensuring all required clearances have been received;

Coordinate with bilateral missions, USAID offices and Embassy PAS staff to issue press releases in individual countries, ensuring all necessary time requirements are met and clearances have been received.

3. **Organization of Communications Materials** **Organizational (10%)**

Manage, organize and update the mission's photo library, ensuring that a selection of high quality photographs with appropriate content are available for USAID's reporting and public information needs;

Coordinate with USAID's IT staff as necessary, and take responsibility for an office-issued digital camera, occasionally serving as photographer at events when needed;

Monitor and ensure regular supply of promotional materials, such as folders and pins.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE/SELECTION CRITERIA

A. Education: A Bachelor's degree in Public Relations, Communications, Journalism or other relevant areas is required.

B. Prior Work Experience: A minimum five years of progressively responsible experience in related fields, with more than three years of experience in public relations, communications, and/or journalism;

Demonstrated track record in writing, including speeches, press releases, internet content, newsletters, fact sheets, etc.;

Previous work experience with a U.S. Government agency, an international or non-governmental organization is required.

C. Language Proficiency: Level IV fluency in English language (written and oral communication skills) and ability to write and speak French effectively for the purposes of gathering information is required. ***Language proficiency will be tested.***

Job Knowledge: Must have Knowledge of the principles, methods, practices, and techniques of communication and skill in applying such knowledge to develop written information materials for dissemination, Excellent written and oral communication skills; possess strong organization skills, analytical abilities and initiative to prioritize and complete tasks. Must have the ability to work independently, manage multiple projects with minimal supervision; proven record of excellent interpersonal skills and ability to establish and maintain collegial relations and work collaboratively in the mission; Must have excellent computer skills, proficient in Microsoft Office applications including Word and PowerPoint; Photographic and video skills, event planning and training/facilitation skills. Knowledge of design software is required.