



Embassy of the United States of America

Guatemala City, Guatemala

May 8, 2014

G14-029

VACANCY ANNOUNCEMENT 14-017

OPEN TO: All interested candidates

POSITION: Multimedia Coordinator
FSN-9/FP-5

OPENING DATE: May 08, 2014

CLOSING DATE: May 29, 2014

WORK HOURS: Full-time (40 hours per week)

SALARY: *Ordinarily Resident (OR): Position Grade FSN-9
Q 194,277 p.a. (starting salary)

*Not-Ordinarily Resident (NOR): Position Grade: FP-5
\$ 50,544 p.a. (starting salary)
(Salary must be approved/confirmed by HQ Washington.)

NOTE: ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT AND VALID WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION. PLEASE REFER TO THE DEFINITIONS SECTION AT THE END OF THIS ANNOUNCEMENT.

The U.S. Embassy in Guatemala is seeking candidates for the position of **Multimedia Coordinator** in the Public Affairs Section (PAS).

BASIC FUNCTION OF THE POSITION:

The Multimedia Coordinator (MC) performs a wide range of multimedia functions in support of Embassy Guatemala's public outreach. The MC applies advanced technical skills to conceptualize and produce multimedia content for the Mission website, social media sites, and informational outreach in support of the Mission's strategic engagement with target Guatemalan audiences, including the media, youth, women, and the indigenous community. This includes video and photography responsibilities.

As part of the Embassy's social media planning team, the MC actively participates in the planning of social media content for public affairs events and programs. The MC monitors the Guatemalan social media environment and advises the PAO and IO on how best to adapt to new developments.

The MC coordinates the A/V and photography needs and requirements for all public diplomacy events, ensuring professional-level performance and acquisition of multimedia content. Supervises the production of Digital Video Conferences (DVCs) for program events with external institutions, in Guatemala or abroad, and for Guatemalan audiences with USG officials or policy experts.

The incumbent manages specialized audio/video/photography equipment and hardware and ensures its effective performance. Stays abreast of technological developments, assesses the most appropriate hardware composition in view of technical developments, and recommends purchase and upgrade of equipment and software. Coordinates installation, provides usage training, and is responsible for appropriate equipment handling and physical security.

Provides or supervises professional A/V and photography services during VIP visits and offsite public diplomacy program events. Ensures effective technical setup, consistent with USG requirements and standards. Is the POC and liaison for A/V and photography support between USG staff and Guatemalan counterparts.

A copy of the complete position description, which lists other duties, responsibilities and qualifications to be considered during the hiring/interview process is available in the Human Resources Office. Call 2326-4335 / 2326-4319 / 2326-4578.

QUALIFICATIONS REQUIRED:

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

1. University degree in communications/audio-visual production/digital media is required.
2. Three to five years of demonstrable professional experience in applied social media technologies, audio/video editing, and multimedia production, and excellent knowledge and experience with Digital Video Conference (DVC) production and use of photography equipment is required. Candidates must provide a photography/video clip portfolio.
3. English Level IV (Fluent knowledge) in speaking/reading is required. Spanish Level IV (Fluent knowledge) in speaking/reading is required. Candidates will take proficiency tests.
4. Basic knowledge (Level III) of computer skills in Microsoft Excel, Word, and Outlook is required. Candidates will take proficiency tests.

5. Good knowledge of Guatemalan media, political, economic, military, and social structure is required, as is knowledge of the culture and educational system of the host country in order to properly target multimedia productions. Professional knowledge of audio-video equipment used for programming, especially DVC, video, audio, and photography equipment. Advanced knowledge of current and developing media formats and standards is needed to create, acquire, and/or process A/V and photographic materials from various media platforms.
6. Excellent skills in non-linear audio/video/photo capture and editing. Ability to meet deadlines, plan, and create website and social media content, and work under pressure. Ability to effectively manage multiple projects at one time. Incumbent is required to function in a fast-paced, deadline-oriented environment and must adapt to frequently changing conditions/priorities. Ability to take initiative is required. Good interpersonal skills and ability to work as a member of a team of public diplomacy professionals managing different portions of large projects.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

AEFM or EFM applicants that are scheduled to arrive at post after 30 days after the closing date of this advertisement are not eligible to apply.

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 a Family Member Appointment (FMA) 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.
6. The candidate must be able to obtain a **LOCAL** security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Cover letter requesting to participate in the selection process (include name of position and number of vacancy announcement).
2. Universal Application for Employment (DS-174 form); please download form from the Job Opportunities section in the Embassy's website <http://guatemala.usembassy.gov>.

3. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); or
4. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
5. A photography and digital media portfolio. Links to an online portfolio are acceptable.
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
7. Any other documentation (e.g., copy of DPI, driving license, certificates, awards, letters of recommendation) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: Carolina de Martinez

American Embassy Guatemala

7a. Calle "A" 7-01 zona 10

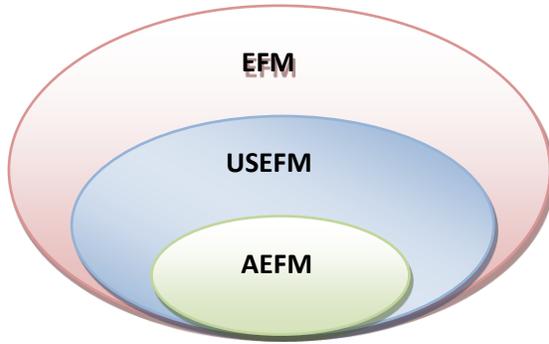
CLOSING DATE FOR THIS POSITION: MAY 29, 2014

The U.S. Mission in Guatemala 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.

Appendix A -DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

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

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

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

Efms without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- a. Position Title
- b. Position Grade
- c. Vacancy Announcement Number (if known)
- d. Dates Available for Work
- e. First, Middle, & Last Names as well as any other names used
- f. Current Address, Day, Evening, and Cell phone numbers
- g. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- h. U.S. Social Security Number and/or Identification Number
- i. Eligibility to work in the country (*Yes or No*)
- j. Special Accommodations the Mission needs to provide (*Yes or No; if yes provide explanation*)
- k. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- l. Days available to work
- m. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- n. U.S. Eligible Family Member and Veterans Hiring Preference
- o. Education
- p. License, Skills, Training, Membership, & Recognition
- q. Language Skills
- r. Work Experience
- s. References