

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Richard Roesing, Management Officer

ANNOUNCEMENT NUMBER: 2013-029A

OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

POSITION: Development Outreach and Communication Assistant
FSN-9*

OPENING DATE: OCTOBER 21, 2013

CLOSING DATE: NOVEMBER 11, 2013

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 60,656,966– 90,985,446 * GNF P.A.
(POSITION GRADE: FSN-9)

APPLICATIONS CAN EITHER BE BROUGHT TO THE US EMBASSY'S MAIN ENTRANCE OR BE SENT TO ConakryHR@state.gov.

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT:4298/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Conakry is seeking an individual for the position of Development Outreach and Communication Assistant in USAID Program Office.

BASIC FUNCTION OF POSITION

- This position is located in the Program Office (PO) at USAID/Guinea in Conakry.
- The purpose of the position is to work closely with and assist the DOC Specialist in producing and disseminating public information about USAID's activities for Guinean, Sierra Leonean, and American consumption to educate and promote a better understanding of USAID programs. The FSN DOC Assistant will be primarily responsible for local media and partner outreach as well as events coordination. Additionally, s/he will help create, edit, design and translate media and communications materials, including documents, brochures, presentations, speeches, press releases in French. In collaboration with USAID/Washington staff, the FSN DOC will ensure the accuracy of the content on the Guinea and Sierra Leone pages on the global USAID website.
- In the absence of the DOC Specialist, the incumbent of this position will be acting in the capacity of Mission DOC Specialist. As such s/he will accomplish a full range of communications-related tasks and activities as required by USAID/Guinea.

A MAJOR DUTIES AND RESPONSIBILITIES:

A. Promote Media Coverage (25%)

- Develop and cultivate long-term relationships with journalists and encourage broad media coverage of events (i.e. national and local newspapers, radio, TV).
- Organize interviews or media appearances for the Mission Director, General Development and Program Officers and others, in collaboration with the U.S. Embassy's Public Affairs Sections in Guinea and Sierra Leone.
- Monitor local press coverage and awareness of USAID programs and monitor effectiveness of the communications strategy.
- Serve as the principal USAID contact for representatives of the local media in Guinea and Sierra Leone to promote stories on USAID programs.
- As appropriate, help organize media trainings, tours to project sites, and facilitate contacts among members of the media and USAID implementers to encourage in-depth coverage of USAID programs in the local media.

B. Manage Events (25%)

- Encourage activities by USAID staff and partners that will raise the profile of USAID within the host country, such as public presentations of work in

different sectors, and the use of public and international awareness days to promote messages related to development issues within the country.

- Maintain a calendar of USAID public diplomacy events in close coordination with implementing partners and the Contracting Officer's Representatives. Communicate events to USAID/Washington, the U.S. Embassy and partners.
- Under the direction of the DOC and in conjunction with the Embassy's Public Affairs Section, the Mission Director, the General Development Office and implementing partners, organize and coordinate events for USAID projects, such as signing ceremonies, inaugurations, ribbon-cutting, and completion of projects. Write or translate press releases, organize background briefings for media, compile and disseminate event packets, handle protocol issues, site selection and logistical issues, liaise with local government officials, and coordinate media on site.

C. Outreach to French-Speaking Audiences (25%)

- Serve as the designated English to French translator for all materials produced by the USAID/Guinea Mission. A good understanding of the English language and of international development issues (in addition to fluency in French) is required.
- Work with relevant USAID offices and partner organizations in Guinea to formulate and present public relations materials to target audiences that convey USAID's work and successes. Ensure that USAID sends out clear messages that all U.S. Government-funded projects are paid for by U.S. tax money and, as such, are gifts from the American people.
- In collaboration with the DOC Specialist, the General Development Office and local implementing partners, report Mission success stories, lessons learned, and other items of interest deriving from the implementation of Mission activities in Guinea.
- Assist with the design and dissemination of outreach materials to promote USAID programs to the Guinean government, civil society, private sector, media and other local stakeholders. (i.e. PowerPoint presentations, outreach folders and fact sheets, newsletters, brochures, maps, posters, photos and photo essays, video, and public service announcement campaigns for broadcast and print media).

D. Other Responsibilities (25%)

- Maintain and update a standard information packet on the USAID/Guinea and Sierra Leone programs (in English and French as appropriate) for briefings and for distribution to the public, media, USAID/Washington, and the U.S. Embassy.

- Working closely with the IT systems office, serve as an in-house resource for document layout and design. A familiarity with Microsoft, Apple and photo editing software is highly recommended.
- Help to ensure that all materials meet USAID branding guidance and requirements.
- Archive all event materials, briefers, presentations, articles, photos, and interview transcripts, etc., for possible future use or reference.
- Photograph USAID/Guinea and Sierra Leone's program activities and events. Coordinate photo files, ensure compliance with copyright regulations and photo releases, and oversee use of photos and video.
- In coordination with the USAID/Washington team, help draft and update content for inclusion on the Guinea and Sierra Leone pages of the global USAID website, and support efforts to initiate a social media presence (on Facebook, Twitter, etc.)
- Assist the DOC Specialist in responding to requests for information from a wide range of regional, national and local stakeholders.

B QUALIFICATIONS REQUIRED

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

a. Education:

Minimum Bachelor of Arts, Bachelor of Science, bachelor of business administration, or bachelor of fine arts degree in design, journalism, public relations, advertising, public policy, foreign affairs, education, brand management, social science, interactive media, applied arts, communications, technology or related fields. (20 points)

b. Prior Work Experience:

At least one to three years experience in news writing and reporting, marketing, photography, events management, public relations, program, brand and product management, design, development, knowledge management, or related fields. (20 points)

c. Language Proficiency:

Fluency in French and an excellent command of the English language are required as this position will serve as the designated English to French translator for USAID/Guinea. (30 points)

d. Knowledge, Skills and Abilities:

Ability to use computers proficiently, particularly word-processing, PowerPoint, Publisher, Photoshop, and modern Internet applications is required. The candidate must have strong interpersonal and communication skills and be able to develop and maintain good working relationships with the host country government, partners, project beneficiaries and media among others. Must be comfortable working independently, taking initiative, managing several activities at once, and working under pressure to meet very short deadlines. Strong organizational and event management skills are essential. The incumbent must have superior attention to detail and a desire to learn the latest tools and software related to communications. Strong analytic, information-gathering, and oral presentation skills. Must have the ability to travel. Must be able to work evenings and weekends on occasion. Must have perspectives on political, economic and social trends in Guinea, and the U.S. (30 points)

TOTAL: 100

SELECTION PROCESS

ADDITIONAL SELECTION CRITERIA

1. USAID 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. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**

3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Human Resources Office-ConakryHR@state.gov or at the U.S Embassy's main entrance

Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: NOVEMBER 11, 2013

The U.S. Mission in Conakry 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.