



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-01

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Information Assistant** in the Public Affairs Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All interested candidates.

POSITION: Information Assistant; FSN-6105-08
HYA 730002 (Personal Services Agreement)

OPENING DATE: April 05, 2010.

CLOSING DATE: April 21, 2010.

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-06
Ordinarily Resident: Grade: FSN-08

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Acts as Webmaster for Consulate Hyderabad, maintaining an up-to-date website to include the activities of the Ambassador, Consul General and USG visitors, consular information, reports of Consulate and Public Affairs Section activities and information on American culture, society and politics.
- Seeks out opportunities to utilize social and new media such as Facebook, YouTube and Twitter. Contributes to PAS's use of mobile phone technology to deliver Mission news content to journalists and the general public. Coordinates with Consular Section to ensure submission of timely updates for the Consulate website.
- Supports PAS requests for information by using the worldwide web facility to find information quickly and to monitor content of selected websites for information useful to the Consulate's understanding of political and cultural trends. Assists with direct media outreach by sending South Asia-related items from the daily Washington File to key Consulate elements and to selected media contacts in English and local languages such as Urdu and Telugu, to undercut disinformation, correct misperceptions, and promote U.S. interests and goals.
- The IA/Webmaster prepares materials and assists with set up for press conference for Consulate and Embassy events. Ensures that required equipment is in place for use of the electronic media. Takes digital photos of press conferences and other Public Affairs-organized programs; downloads and organizes them for easy retrieval. Responsible for AV equipment, to include microphone and speakers, Power Point Projector, DVD/CD player, etc
- Reports to Information Specialist and acts as his/her back up; contributes to all Public Affairs Section initiatives, as required. Maintains relationships with appropriate members of the press, by distributing accurate and timely information on bilateral issues and USG policies. Assists the Information Specialist in drafting and disseminating press releases, press invitations and media reactions.

QUALIFICATIONS REQUIRED

- A university degree in political science, economics, journalism, international relations or related fields is required.
- Minimum three years experience required in journalism, communications, information technology or a related field is necessary.
- Fluency in written and spoken English and Telugu is required.

- A broad understanding of U.S. policies, goals and concerns is important, as is full familiarity with Public Diplomacy programs, processes and functions.
- Strong writing skills with a hip and engaging style to increase the Consulate's Facebook page. Ability to create and use electronic distributions lists. Facility using the worldwide web to find information quickly and to monitor content of selected websites. Ability to use software such as Adobe Photoshop, CorelDraw and MS Office.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference 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. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Curriculum Vitae with cover letter highlighting the skills and experience rendering the applicant suitable for the particular job.
2. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert “**HYD-10-01** “(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **April 21, 2010**.

Cleared by: MGT - WBoyle
Drafted by: HR – KSharma

AN EQUAL OPPORTUNITY EMPLOYER