

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-110**

**SUBJECT: Webmaster/IRC Assistant
FSN-08**

DATE: 07-17-11

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Webmaster/IRC Assistant, FSN-8; FP-6*

OPENING DATE: July 17, 2011

CLOSING DATE: **July 31, 2011**

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 26,735 USD p.a. (Starting Basic salary)
(Position Grade: FSN-8)

*Not-Ordinarily Resident (NOR): 44,737 USD p.a. (Starting Basic salary)
(Position Grade: FP-6).

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

The U.S. Embassy in Baghdad is seeking an individual to fill **Webmaster/IRC Assistant** position in the Public Affairs Office in Baghdad.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for maintaining the Embassy's English and Arabic (publicly accessible) Internet sites uploading appropriate USG information to the sites. Under the guidance of the Information Resource Officer (IRO) and the Information Officer (IO) incumbent works in conjunction with the social media team to provide an integrated approach to implementing approved new-media initiatives.

QUALIFICATIONS REQUIRED

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

1. University degree in Mass Communications, Political Science, English Language Studies, Journalism, Computer Science, Information Management or Information Technology is required.
2. Two years experience in professional website management is required.
3. Level IV (fluency) speaking/reading/writing English and Arabic is required (English Language proficiency will be tested).
4. Knowledge of computer languages used in designing and coding websites, including but not limited to HTML and database management is required.
5. Ability to respond to mission requests rapidly and efficiently with minimal supervision is required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. 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 US 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.

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 or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. 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**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and e-mailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraq/jobs.html>

E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA 11-110 Webmaster/IRC Assistant

The Universal Application form is also available at the U.S. Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

CLOSING DATE FOR THIS POSITION: JULY 31, 2011

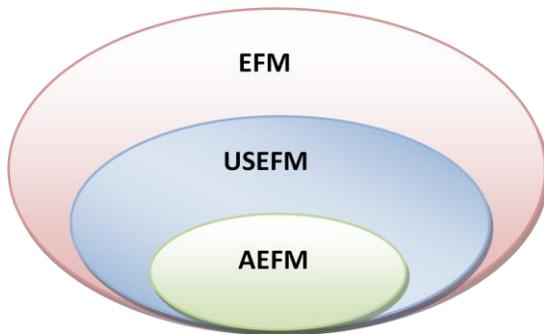
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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.

Approved: SHRO/WG
Cleared : IRO/SP
Drafted : HRA/HS

Appendix A

DEFINITIONS



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

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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, and 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 US Citizen.

4. **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 US Social Security Number (SSN).

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

5. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US 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

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 11-110	SUBJECT: Webmaster/IRC Assistant, FSN-8 Major Duties and Responsibilities	Opening Date: 07/17/2011 Closing Date: 07/31/2011
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Major Duties & Responsibilities

60%

Designs, implements, and manages the Embassy's Internet presence in order to communicate U.S. Government and Mission policies. Locates, formats, and drafts text, graphics, video and audio content in both English and Arabic. Coordinates directly with other Mission elements to develop material for the website and to update/format new information, ensuring that material meets CMS 2.0 standards. Liaises between the Public Affairs Section and the Department (IIP) on all matters relating to the Embassy's public websites. Executes web-based strategies for dissemination of information to news media, Govt. of Iraq officials, and the Iraqi public. Organizes podcasts and webcasts. Develops and advises on new-media approaches (e.g. Facebook, Twitter, etc.) to achieve specific information outreach goals, and provides technical advice to PAS staff in implementing approved new-media initiatives. Stays current on U.S. foreign policy issues and U.S.- Iraqi relations, ensuring that Embass websites carry accurate press guidances, texts, speeches, transcripts and background material. Edits and redrafts materials to ensure clarity of content and conformity to website appearance standards. Establishes links with other websites, as appropriate, to expand readership. Monitors usage patterns and visits to individual pages and reports the data to the IRO and/or IO regularly. Briefs Embassy staff on website usage for public diplomacy purposes.

Program and Information Outreach

30%

Coordinates and helps implement IRC programs with a social media component, including training sessions, speaker and specialist programs to accomplish MSRP and Strategic Framework Agreement goals. Coordinating with other PAS sections and Mission elements as appropriate, contributes to all phases of program planning, including: analyzing the target audience and developing the most effective format to reach them; participating in speaker selection; securing venues with partner institutions; collaborating on program details; arranging program logistics; accompanying participants to program events; providing a final accounting of all program expenses, and submitting a report summarizing the results. Ensures that American Corners are involved and utilized in programming to the greatest extent feasible.

Serves as the back-up for the IRC Assistant in his/her absence. Assists in the outreach/public information programs, including the nation-wide American Corner program and with queries for information research and reference services as needed. Helps prepare regular thematic bulletins, promotional materials and special publications explaining U.S. policies for distribution. Maintains up-to-date distribution lists through the PAS central database for rapid dissemination of information via e-mail. In response to senior

USG and Mission requests, researches a variety of information sources to prepare fact sheets, briefing books, press kits, etc.

DV support

10%

During high-level visits, works closely with Public Affairs Section staff to support traveling press. Assists in the setup of the press office, briefing rooms, press filing center. Prepares and publishes on the websites, and also electronically disseminates, official texts related to visits, including press releases, press advisories, transcripts, press guidance, and talking points, thus ensuring cohesive messaging on critical foreign policy issues.