

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-99**

**SUBJECT:
Information Assistant (Basrah)
FSN-08**

DATE: 06-22-11

OPENT TO: All Interested Applicants

FROM: Human Resources Office

POSITION : Information Assistant, FSN-08

OPENING DATE: June 22, 2011

CLOSING DATE: July 6, 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 the position of **Information Assistant** in the **Public Affairs Office in Basrah**.

BASIC FUNCTION OF THE POSITION

Incumbent advises, creates, and executes public diplomacy programs in Basrah Province and Southern Iraq under the direction of the PRT Public Affairs Officer. The incumbent participates in evaluating target audiences and selects, adapts, and distributes the full range of public affairs print, electronic, and audio-visual material to express audiences. The incumbent also establishes and maintains professional contacts with the highest-level media contacts and other target institutions in order to actively promote and market U.S. Mission objectives and facilitate the placement and dissemination of public affairs materials in support of Mission goals.

QUALIFICATIONS REQUIRED

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

1. College degree in journalism, liberal arts, political science, economics, international relations, or a related field is required.
2. One year experience in journalism, communications, or a related field is required.
3. Level 3 (good working knowledge) speaking /reading/writing English and Level IV (fluency) in speaking/reading/writing Arabic are required (**Language proficiency will be tested**).
4. Knowledge of Basrah's media, political, economic, social, and educational structure and institutions as well as the key figures in the mass media, government, cultural, educational, labor, professional, security, and business circles is required. Knowledge of media techniques and public relation skills is also required.
5. Must be able to establish and maintain high-level relationships with media leaders and journalists.
6. Knowledge of Office software applications (including MS Word, Excel, and PowerPoint) is required.

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.

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 emailing 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: [VA11-99 Information Assistant](#)

CLOSING DATE FOR THIS POSITION: JULY 6, 2011

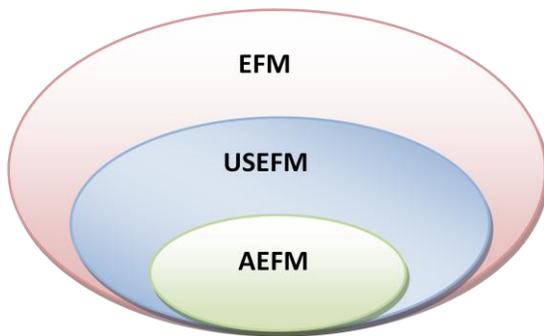
The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve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

EFM's 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

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 11-99	SUBJECT: Information Assistant, FSN-08 Major Duties and Responsibilities	Opening Date: 06/21/2011 Closing Date: 07/06/2011
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- A) Establishes and maintains institutional and personal ties with local contacts in television, radio, electronic/social, and print media as well as contacts with selected government ministries, colleges and universities, and non-governmental organizations (NGOs) in order to disseminate materials and develop programs. Prepares and maintains media contact lists. Serves as an interpreter during press conferences and during meetings with Basrah media contacts. Represents the PRT at media events and conferences.
- B) With general guidance from the Public Diplomacy Officer, advises on, plans, develops, executes, and evaluates programs such as speakers, seminars, digital-video conferences, and press conferences. Works independently and uses full creative abilities to design and implement programs, working closely with the target institution. Oversees and helps prepare invitation lists and other correspondence, collects support materials, administers the program, and maintains follow-up contact. Advises on and uses all forms of media contact and media tools (audio-visual, print, electronic, virtual, social, etc.). Works with media outlets and institutions, including NGOs to develop media-related grant proposals for potential funding. Screens incoming proposals and translates them into English. Tracks and reports on progress made by grantees and partners.
- C) Draft press releases, prepares, and seeks placement opportunities for articles, news stories, editorials, and feature materials for placement in addition to use on the Embassy website. Writes original pieces and adapts material provided by Washington. Drafts and translates speeches in Arabic for the PRT Team Leader and other senior personnel. Responds to oral and written media inquiries, working with other Mission elements to obtain requested information.
- D) Monitors the local print, broadcast, and web media and prepares summaries for distribution to PRT staff. Advises the PD Officer of significant events or trends in the media.
- E) Maintains familiarity with MSRP and PD themes and objectives, U.S. foreign policy, and public affairs products and services in order to explain the enhance understanding of U.S. positions to target audiences.

- F) Recommends candidates for participation in U.S. Government and other training and exchange programs (such as the TV Coop and International Visitor Leadership Program) for journalists and Iraqi government officials involved in public information. Manages the application and selection process, including accurately evaluating the suitability of candidates, attracting interest and applications, and managing a fair and transparent application and review process. Handles administrative and logistical arrangements, including visa applications, interviews, flight schedules, and standardized test registration. Maintains efficient administrative files and resolves myriad problems and questions that often arise on very short notice.