



# USAID | WEST BANK/GAZA

## POSITION ANNOUNCEMENT USAID/ AMERICAN EMBASSY, TEL AVIV

**ALL CANDIDATES MUST FOLLOW THE APPLICATION INSTRUCTIONS AND TAKE NOTICE OF THE ADDITIONAL SELECTION CRITERIA SECTION (3) TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION**

**POSITION TITLE:** Supervisory Development Outreach and Communication (DOC) Specialist  
**POSITION GRADE:** FSN- 11  
**WHO MAY APPLY:** US Government Employees and Eligible Family Members Only  
**OPENING DATE:** May 8, 2014  
**CLOSING DATE:** May 22, 2014  
**TYPE/LENGTH OF SERVICE:** Local-hire position, 12 months renewable  
**POSITION LOCATION:** USAID - Tel Aviv

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of Supervisory Development Outreach and Communication Specialist within the Director's Office (DIR) of the USAID Mission for West Bank & Gaza.

### **1) BASIC FUNCTIONS OF POSITION**

The primary purpose of this position is to assist the Mission to present itself and its programs in a manner which fulfills the goal of demonstrating to Palestinians the benefits of peace and stability, as well as to keep the U.S. public and policy makers informed of the program they support. The Supervisory Development Outreach and Communication (DOC) Specialist supports USAID/WBG in the achievement of its objectives by managing the production and dissemination of public information about the Mission's activities for Palestinian, Israeli and American consumption. Information on USAID project activities is often requested by senior official visitors and other individuals with influence in the area of regional politics and development. The position is located in the USAID office in Tel Aviv with substantial travel to the West Bank and Gaza, circumstances permitting, to visit project sites or attend events. In addition, other appropriate media/outreach travel may be considered. The Mission works closely with the U.S. Consulate General in Jerusalem and the U.S. Embassy in Tel Aviv.

### **2) QUALIFICATIONS SOUGHT:**

The application must address the following qualifications:

- A Bachelor of Arts (BA) in political science, history, literature or comparable liberal arts field is **required**.
- A minimum of 7 years of work experience with a proven track record of achieving results working with processes, systems and actors within U.S. Government institutions and between U.S. Government and outside institutions, particularly operating in the Israel-Palestinian arena is **required**.

- Level 4 (Fluent) oral and written communication skills in English are **required**.
- Arabic and Hebrew are preferable but not required.
- Knowledge of Microsoft Word, Excel, Power Point, and Internet applications
- Proven experience in website management, report writing, events planning and execution, particularly in the U.S. Government milieu.
- Some knowledge of technical aspects involved in the production of different public outreach activities, such as production of televised programs, ad creation, public opinion surveys, etc.
- Proven experience managing public relations campaigns; and devising and implementing successful social media campaigns.
- Strong knowledge of principles and practices of public relations and media relations.

In addition, the following qualifications/soft skills are sought and should be discussed in your application:

- Strong interpersonal skills and proven ability to work effectively in a culturally diverse context are **required**.
- Demonstrated experience in a team environment and excellent managerial skills are **required**, particularly in U.S. Government context.
- Excellent project, time management organizational and critical thinking skills and the ability to cope effectively with a fast-paced and stressful, work environment.
- Ability to take initiative working with the direction of management; must be able to take ownership of projects, creatively problem solve and see through to completion.

### **3) ADDITIONAL INFORMATION ABOUT THE SELECTION PROCESS:**

- a. Selection will depend upon education, skills and experience of the applicants, as well as references and interviews.
- b. Hiring for this position is based on funding availability as well as security & medical clearances.
- c. Nepotism/ conflict of interest will be considered, and may result in disqualification of candidacy depending on the circumstances. (\*\*See explanation of Nepotism below).
- d. In order for U.S. citizens to be considered for employment, they must be able to provide proof of their local work permit and/or legal status in Israel.
- e. Current employees serving a probationary period are not eligible to apply.

### **4) HOW TO APPLY:**

Please follow the link below and complete all needed fields. Please make sure to attach an accurate CV in English and a Cover letter.

<http://usaidwbjobs.hrmdirect.com/employment/job-openings.php?internal=enc-13.2826208571572>

**Applications must be received by COB (16:30 Local Time) May 22, 2014.**

- Applications received after the closing date and time of the announcement will NOT be considered.

- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.
- Applicants who fail to meet requirements for the position will be disqualified. Only short listed applicants will be contacted for interview.
- If college education is a requirement for the position, a certificate will be required to be provided prior to beginning employment.

## 5) **\*LANGUAGE LEVEL DEFINITIONS:**

### **Level 1: Rudimentary knowledge.**

Rudimentary verbal understanding of a limited vocabulary.

### **Level 2: Limited knowledge.**

Limited knowledge of the written and spoken language, and a vocabulary limited to a specific occupation. Job holder will be able to understand and carry out verbal instructions of a repetitive nature, and prepare simple forms or reports.

### **Level 3: Good working knowledge.**

Good working knowledge of the written and spoken language. Job holder will be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the language.

### **Level 4: Fluent.**

High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter.

### **Level 5: Professional translator/interpreter.**

Ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may at times assume major importance, or capable of simultaneous translation as in the case of conference reporting.

## **\*\*NEPOTISM:**

Immediate family members, including relationship by marriage may be employed but cannot be assigned to the same section within the Mission. Immediate family is defined as: spouse, son, daughter, parent, brother or sister.

Fully qualified candidates for employment are normally hired at the first step of the position grade. In some instances, candidates may be hired at a higher step when exceptional qualifications and demonstrated salary history so warrant. The decision will be made by the USAID Supervisory Executive Officer.

The US Government (USG) 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 USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. USAID reserves the right to hire multiple candidates.

