



USAID | WEST BANK/GAZA

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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/GRADE: Development Outreach & Communications Specialist, FSN- 10
OPEN TO: All Interested Candidates
OPENING DATE: December 22, 2015
CLOSING DATE: January 5, 2016
TYPE/LENGTH OF SERVICE: Local-hire position, 12 months renewable
POSITION LOCATION: Tel Aviv

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of Development Outreach and communications Specialist within the Development Outreach and Communications (DOC) Unit in the Front Office of the USAID Mission for West Bank & Gaza.

1) BASIC FUNCTIONS OF POSITION

The position is located in the Development Outreach and Communications (DOC) Unit in the Front Office of the USAID/West Bank & Gaza (WBG) Mission in Tel Aviv. The Development Outreach and Communications Specialist is a senior level position which will, through a variety of media formats, play a critical role in assisting the Mission to effectively and appropriately promote USAID program achievements and objectives in a highly sensitive political environment. The DOC Specialist supports USAID/WBG Mission in the achievement of its objectives by generating and disseminating public information about the Mission's activities for consumption by both the Palestinian, as well as, wider Arab audiences in the Middle East & international audiences. The DOC Specialist also helps LPA and the USAID Press Director in Washington in informing the U.S. public and policy makers of the program they support. The DOC Specialist is responsible for collecting, investigating, and promoting information associated with the USAID foreign assistance program in WBG. The DOC Specialist serves as the Mission's primary point of contact and liaison for requests for information from members of the local & international Media. The DOC Specialist reports directly to the Supervisory Development Outreach and Communications Specialist, but will also maintain regular contact and collaborates with the U.S. Embassy and U.S. Consulate General Public Diplomacy (PD) Office staff to ensure that their staff are properly apprised of USAID DOC activities and projects. The position involves travel into the West Bank to participate in and organize outreach activities.

2) QUALIFICATIONS SOUGHT:

The application must address the following minimum requirements:

- A Bachelor's (B.A.) degree in the fields of Journalism, English, communication, public relations, international relationships or related is required.
- A minimum of three years of professional level experience in one or more of the following or related fields: public/media relations, journalism, advertising, and/or writing is required.
- Level IV (Fluent) English language, oral and written, is required.

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

- Ability to establish collegial relations and work effectively with media contacts and U.S. Government counterparts.
- Ability to travel into the West Bank to participate in and organize outreach activities is required.
- Ability to help design and manage media campaigns and public outreach activities.
- Must be comfortable working independently, managing several activities at once, and working under pressure to meet short deadlines.
- Must understand and have an appreciation of the highly sensitive political environment in the region.
- Demonstrated writing and presentation skills.
- Strong interpersonal skills, demonstrated ability to work as a team member and provide leadership in his/her area of expertise.
- Good working knowledge of relevant Internet tools such as HTML, Illustrator, Photoshop and social media platforms. Excellent command of Microsoft Office software programs, (Word, PowerPoint, Excel).
- Solid photography and video skills.

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 clearly indicate the title of the position you are applying for. Any application that does not specify the position applied for will NOT be considered.
- Please submit a current, resume/CV in ENGLISH along with a cover letter to **USAID Executive Office Attention HR Department** as follows:
 - By Email: hrwbg@usaid.gov
 - OR**
 - By Fax: (03) 511-4894

Applications must be received at the USAID Executive Office by Close of Business, 16:30, local time, on January 5, 2016

- 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.

6) **NEPOTISM:

Immediate family members, including relationship by marriage may be employed but cannot be assigned to the same section within the Mission.

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 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.