

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-022

OPEN TO: Eligible Family Member (EFM) Students
All Agencies

POSITION: Public Relations & Management Support Assistant
Democracy and Governance Office

OPENING DATE: November 29, 2012

CLOSING DATE: December 12, 2012

WORK HOURS: Part Time or Full-time (40 hours/week)

SALARY: U.S. Minimum Wage
Currently (USD7.25 per hour)

PLACE OF PERFORMANCE: Amman, Jordan

The U.S. Agency for International Development (USAID) in Amman Jordan is seeking Eligible Family Member (EFM) students for a Public Relations and Management Support Assistant Position in the Democracy and Governance Office.

This appointment is only for Eligible Family Member (EFM) Students, who are officially, physically and/or geographically resident or attached to the sponsor's post of assignment. The work schedule is part time or full time (40 hours per week). The assignment is required for a minimum of three weeks.

Basic Function:

Multi-year democracy programs in the areas of elections, political process development, civil society and rule of law are currently in various stages of implementation and development. There are numerous outreach activities planned that will require additional operational assistance.

USAID/Jordan requires the services of a Public Relations & Management Support Assistant to provide support for Democracy and Governance (DG) outreach activities and to assist with updating the electronic filing system. The incumbent will be expected to work collaboratively with all of the Democracy and Governance team members as well as with their partners.

Major Responsibilities:

Outreach Duties: (70%)

1. Review available documentation and background materials from the main DG Projects which will require outreach coverage, mainly: the Rule of Law project, the elections project and the civil society project.
2. Accompany CORs or DG partners on outreach visits or other project sponsored activities. Take photographs and write up short anecdotal summaries of the event for use in the "mission and for posting on the USAID website, or for documentation purposes.
3. Assist CORs in the preparation of required materials for each event, including but not limited to Action Memos, Scene Setters and Talking Points.
4. Research and write two USAID success stories' on judicial reform program and the other to be selected with consultation with DG team. This would include, travel to project sites of the projects, visiting Universities, interviewing students and law deans, take photographs and work with CORs and USAID Partners on drafting the success story.
5. Plan a USAID DG outreach event calendar to harmonize it with the mission outreach agenda. This would include meeting with the program reviewing work plans and agreeing on important outreach event.
6. Accompany the USAID outreach team on outreach activities organized by the USAID Program Office (if they are scheduled during the period of employment).

Support to design experts: (30%)

The DG office will be hiring a consultant to work on the development of a concept paper and scope of work for a possible civil society program. This Public Relations & Management Support Assistant will provide support to the consultant through the review of related reports, work plans and assessments related to the design process highlighting findings and important conclusions.

Minimum Qualification Criteria:

In order to qualify for the position above, the student must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

Qualification Criteria:

In addition to organizational and comprehension skills, this person should have a willingness to work with US government regulations, and is willing to interact with senior USAID Mission staff.

1. Must be a current College Student.
2. Must demonstrate previous experience with work related to Democracy and Governance programs.
3. Must have good interpersonal skills, good oral and written communication skills, and must demonstrate ability to work within a team.
4. Must demonstrate computer skills in specialized software including Windows and Microsoft Office Suite. Ability to navigate the Internet with ease.

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Successful candidate must be able to obtain the required security clearance.
3. Must be a U.S. citizen, age of 16-24 years.
4. Student status: Must be a student currently enrolled in a course of study at an educational institution, college, or university within the past 12 months.
5. Must be available to work at least 3 weeks.
6. All applicants must address each selection criterion with specific and comprehensive information supporting each item.

Instructions to Apply:

Interested applicants for this position should submit the below listed forms electronically to email: usaidemployment@state.gov

1. Complete Universal Application for Employment (DS-0174); plus
2. A current resume or curriculum vitae; plus
3. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above.

Note: Application forms can be accessed from the Embassy web site:

http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673/6117.