



AMERICAN CONSULATE GENERAL, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: KOL-2016-04

OPEN TO: All Interested Candidates

POSITION: Information Specialist
FSN-6105-11, CLA-730014
(Personal Services Agreement)

OPENING DATE: July 11, 2016

CLOSING DATE: July 22, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-04
(Final grade and step will be determined by Washington)

Ordinarily Resident (OR) - Grade: FSN-11*

*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)

The U.S. Consulate in Kolkata is seeking eligible and qualified applicants for the position of Information Specialist in the Public Affairs Section.

Applicants must apply on the Universal Application for Employment (UAE) DS-174 form. Applications not completed on DS-174 form will not be accepted. (Refer to application procedure below).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered for the test/interview. Thank you for your understanding.

BASIC FUNCTIONS OF POSITION

- a. Maintain working and personal-level relations with key editors and senior journalists in all media including print and electronic (radio, TV, and internet, including various social media, e.g. blogs, Facebook sites, etc.) in the region through telephone, e-mails, as well as individual meetings, either singly or in accompaniment of PAO or other USG representatives, guest

speakers, and/or U.S. Government (USG) invitees. Keep the PO, PAO, and APAO informed and briefed about developments in the region's media and their possible ramifications and impacts on the USG.

- b. Coordinate all media coverage of Post's programs by assigning tasks to colleagues, supervising the drafting of press releases and other products (backgrounder, official texts, etc.) in English and other languages, as appropriate. Oversee the translation by language editors of press products about Post's programs and other activities, for dissemination of information and placement.
- c. Conduct a daily review of print, electronic, and relevant web and social media sites. Inform PAO of stories, articles, commentaries, as well as about bulletins from television channels, radio stations and social networking sites. Inform of issues and subjects impacting U.S.-India bilateral relations and concerns. Monitor Media Reaction Analyses and prepare Media Reaction Reports, as appropriate.
- d. Oversee and coordinate obtaining, collating, and sending Department-generated press NEA and NFS files and products in consultation with Post's webmaster and other media LES. Ensure distribution and delivery of these products to selected select editors and contacts in all media fields. Select relevant articles from these products, in consultation with the New Delhi Information Office. Handle all press releases for printing and distribution (through regularly maintained and updated lists on the basis of chosen key audience from the media and other organizations) using paper and electronic versions. Aid in the preparation of "Info Packs," in collaboration with the American Library, for programs on issues and events of international and bilateral significance.
- e. In conjunction with colleagues, plan, formulate, and place clips from Department products and bites from PO, PAO, and/or other FSOs, on programs recorded inside the American Center to Doordarshan and other satellite/cable television channels, news broadcast stations, radio, and social networking sites for targeted audiences. Promote and assist TV, radio, and social media coverage and placement of Post's programs through electronic media.
- f. Interact daily with press colleagues and Post's webmaster regarding press issues. Seek advice from PAO to conceptualize and arrange for photo coverage of all programs and events. Supervise Contribution of stories and/or photos for Post's web site, Mission Activity Tracker (MAT) site, monthly bulletin, and New Delhi's Embassy-published SPAN magazine.
- g. Collaborate with colleagues for proposals and the development of television programs, DVCs, and TV and/or radio projects, when needed. Supervise arrangements for television coverage, screening of films, and other activities for review and placement.
- h. Coordinate with the Information and Program Specialist who serves as Post's Urdu language editor to ensure coverage (especially in Urdu media) of Post's Muslim outreach programs by PO, PAO, and other USG representatives.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. University degree is required, with a degree in Journalism, Mass Communications, International Relations, Political Science or Public Relations highly preferred.
2. Eight years of progressively responsible experience in the communications media, including managing personnel and resources, as a journalist, radio broadcaster, writer, public relations, or advertising specialist, or a combination of similar experience.
3. Level IV in written and spoken English, Bengali, Hindi, and/or other languages from eastern India. **(When applying for the position, please indicate your level of proficiency for these languages. (This will be tested)**
4. Ability to establish and maintain productive working relations with essential journalists, government personnel, PR professionals and professors in university journalism departments. Skillful in organizing full range of PD media programs, which require a great attention to detail. Able to follow and evaluate trends in media and recommend plans of action for future Mission activities and long-term planning. Ability to exercise good judgment in carrying out supervisory responsibilities with little or no oversight from an FSO. Ability to successfully liaise, communicate and collaborate with Post's front office, the Embassy in New Delhi, Washington interlocutors, and others. Must also be computer proficient in all Windows applications.

For Further Information: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification and medical clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website - <http://kolkata.usconsulate.gov/jobopportunities.html> or by contacting the Human Resources office.

PLEASE NOTE: Resumes/Curriculum Vitae/Bio-Data's **will not be accepted**. Therefore, completing and responding to **all** questions on the Universal Application for Employment form (UAE) DS-174 is essential.

2. Any additional documentation that supports or addresses the requirements listed above (e.g. degrees, transcripts, language test scores, typing test scores, work experience certificates, work and/or residency permits, etc.)

SUBMIT APPLICATION TO

American Consulate General
Management/HR Office
38A, Jawaharlal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.

Or

E-mail application form and supporting documentary attachments to: HROKolkata@state.gov

Please insert **KOL-2016-04** (Vacancy Announcement Number) and **CLA-730014** (Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

Human Resources Office
Telephone: 3984-2400
Fax: 2282-2335

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission 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.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM):A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or

- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.