



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
05/2010

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **WEBSITE ADMINISTRATOR/MEDIA MONITOR, FSN-7**
OPENING DATE: APRIL 8, 2010
CLOSING DATE: APRIL 23, 2010
WORKING HOURS: FULL-TIME; 40 HRS/WEEK
WORKING SCHEDULE: 12:00 - 8:00 with evening hours reserved for monitoring of television news
SALARY: Ordinarily Resident (OR) (FSN-7; €14,663.00)

U.S. Embassy Pristina is seeking a qualified individual for the position of **WEBSITE ADMINISTRATOR/MEDIA MONITOR** in the Public Affairs Office.

MAJOR DUTIES AND RESPONSIBILITIES

Website Administrator (75%)

1. Maintains and updates the U.S. Embassy Pristina's website in all three language versions (English, Albanian, and Serbian), ensuring timeliness, accuracy, and quality of posted material. Ensures Face book and other electronic outreach tools are similarly maintained and up-to-date.
2. Works with Press and Cultural Offices as well as other Mission sections to ensure timely website posting of press releases, speeches, and remarks. Coordinates translations of speeches and other important texts with contract translation service and ensures posting of important texts in three languages.
3. Maintains regular contact with IIP CMS Program Managers team in order to identify trends, and ensures our websites are compliant with IIP Style Guidelines.
4. Creates and maintains thematic list serves of contacts in order to distribute targeted information on U.S. policy, economy, culture and society to self-selecting audiences.
5. Researches articles from USG and other sources for possible distribution to contacts or posting on websites, and makes suggestions to PAO.
6. Keeps up-to-date on information technology and electronic outreach tools and optimizes U.S. Embassy's Pristina's capabilities in these areas; advises Public Affairs Officer of opportunities presented by new digital media and electronic outreach tools.
7. Assists with recording and editing of podcasts, video and audio items for uploading onto websites or Face book page and other media.
8. Promotes and markets website, Face book and list serves to target audiences and tracks usage to improve our outreach performance. Responds to e-mails about the pages.
9. Supports American Corners' staff in updating and maintaining their websites and acts as website resource for other Embassy staff.
10. Works with other Mission sections to conduct an annual website "scrub" to ensure accuracy of all information and links.

Media Monitor (25%)

1. Monitors evening news programs daily, summarizes stories and events for Public Affairs Officer and Press Office, paying special attention to those news items that impact the bilateral relationship.

REQUIRED QUALIFICATIONS

Education: BA or BSc. in any of the following fields: Information Technology/Computer Systems; International Relations; Political science; Arts and Humanities.

Experience: 2-3 years experience as website administrator or as a researcher in a library or government/legal office.

Language proficiency: Level 4 English/Albanian/Serbian. (Fluency in speaking/reading/writing).

Knowledge & Skills: Must have a good knowledge of website management and maintenance; knowledge of on-line research and search engines; knowledge of current issues of importance and sensitivities of local audiences. Must have the ability to edit voice and video recordings for posting on website. Uploading contents onto websites, Facebook and other social media. Must have the ability to navigate search engines and on-line research resources.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget 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 (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovar ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Email to: PristinaRecruitment@state.gov

Hand deliver them to: Human Resources Office, U.S. Embassy Pristina, Kosovo

DEFINITIONS

1. 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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. 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, 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.

EfMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION:

APRIL 23, 2010 - BY CLOSE OF BUSINESS

The US Mission in PRISTINA 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.