

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 34/2013
OPENING DATE: 07/01/13
CLOSING DATE: 07/19/13
POSITION TITLE: AID Development Program Specialist (Media Coordinator), FSN-10
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID Representative Office in Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyzstan

MAJOR DUTIES: Under the direct supervision of the Program Officer or his/her designee, the incumbent facilitates in-depth coverage of USAID programs in the Kyrgyz Republic in the local and international media:

1) identifies, designs, and organizes press conferences, media tours, media campaigns, briefings, and various other events and activities related to USAID/KR programs; 2) in cooperation with the Embassy Public Affairs Office facilitates contacts with the local media and organizes media coverage for the public events for USAID/KR Mission and its contractors/grantees; 3) manages the USAID media coverage monitoring contract for the Kyrgyz Republic, compiles and disseminates reports and other materials based on it; 4) advises USAID/KR Mission staff and contractor/grantee staff on USAID branding policies and procedures and assists in the design, preparation, and presentation of informational materials to maximize the media awareness of USAID programs and their impact in the Kyrgyz Republic as well as other countries of Central Asia; 5) works with the technical offices to facilitate the preparation and dissemination of USAID/KR success stories to the local media and other audiences; 6) helps maintain up-to-date outreach materials and a photo database for USAID/KR; 7) advises USAID/KR staff and contractors/grantees on media relations; provides guidance on their direct contacts with the media; 8) helps the Mission staff and grantees/contractors draft, edit, and/or clear press releases; 9) maintains daily updates on social media sites, maintains the external USAID/KR website; 10) prepares visits for high-level officials to highlight key USAID programs/projects/activities and strategies; 11) coordinates and consults with technical offices on program/project/activity signing ceremonies or other milestone events, including finalizing press releases and ensuring logistics are handled; 12) in collaboration with USAID/KR management and technical teams, develops annual strategic communications plan for the Mission; 13) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (60%):** A university degree in journalism, public relations, communications, English or a related field. Minimum five years of progressively responsible experience in communications, public relations, or journalism, in an English-language work environment, with at least two years with an international development organization or USG Agency. Detailed and broad knowledge of the sensitivities of political and social environment of the Kyrgyz Republic. Detailed and expert knowledge of the media environment of the Kyrgyz Republic, public outreach methods, and the use of social media platforms, knowledge of the political inclinations of local media, and the specific interests of media outlets and journalists as well as how to strategically engage with outlets with a wide variety of views. Extensive knowledge of the principles of public relations and work with media, and of monitoring and evaluation methods. Broad planning experience, analytical skills, and ability to identify priorities. Must be comfortable working independently, managing several activities at once, and working under pressure to meet short deadlines. Excellent practical knowledge of MS Office, including PowerPoint, and desktop publishing software, Familiarity with and solid understanding of Web design, Acrobat, Publisher and other page making software and the capacity to present information creatively.

- **Teamwork/Interpersonal and Communication Skills (25%):** Excellent oral and written communication skills. Demonstrated ability to work as a team member and to provide leadership in the areas of his/her competencies. Demonstrated ability to establish and maintain collegial relationships with media.

- **Language skills (15%):** Fluent (Level IV) oral and written English, Kyrgyz and Russian.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Friday, July 19, 2013. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.