

# VACANCY ANNOUNCEMENT

(Announcement No. 15/24)

**OPEN TO:** All Qualified Candidates  
**POSITION:** **Digital Communication Assistant, FSN-8**  
**OPENING DATE:** July 10, 2015  
**CLOSING DATE:** July 24, 2015  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual grade and salary will be based on the qualifications of the applicant.

**NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Vientiane is seeking an individual for the position of **Digital Communication Assistant** in the Public Affairs Section.

## **BASIC FUNCTION OF POSITION**

Under the general supervision of responsible American staff, identifies, curates, drafts, translates, edits, and posts English and Lao content for social media accounts and web sites to advance Mission policies, programs, and activities and serves as back-up Information Assistant.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** University degree in mass communications, marketing, journalism, international relations, public relations, information science or technology, humanities, business is required.
- 2. Prior Work Experience:** Three years of experience in communications/journalism/marketing/business/public relation/government/NGO is required.
- 3. Language Proficiency:** Level IV (fluent) in written and spoken English and level IV Lao are required.
- 4. Knowledge:** Excellent knowledge of Internet and electronic communications issues, databases, webpage and graphic design, social media (including Facebook, Twitter, and YouTube) and computer software applications is required. Excellent knowledge of industry standard and emerging information and communications technology as well as current public diplomacy programs, activities and exchanges, public affairs techniques, outreach activities and products is required. Good knowledge of host-country political processes, social structure, media, established political, economic and academic institutions, networks of emerging importance (e.g., youth voices), local government; U.S. society and U.S. Government policy priorities is required. Familiarity with scanners, digital cameras, video equipment, and related software is required.

- 4. Skills and Abilities:** Excellent customer service and problem solving orientation towards Mission staff and target audiences. Outstanding interpersonal and cross-cultural communications skills. Ability to work expertly and efficiently in a variety of software platforms. Ability to carry out reference searches using “open source” Internet sources (websites, social media, etc.) as well as proprietary databases and summarize resulting information to respond rapidly to complex requests, often related to breaking news and quickly changing situations; to work effectively with American and foreign national staff; to independently plan, organize, and carry out assigned responsibilities using digital technologies; to establish and maintain reasonable delivery and performance schedules and ensure timely response to incoming requests. Ability to collect, manipulate and summarize quantitative data for presentation in written prose, graphical depictions, and spoken presentations.

#### **HOW TO APPLY**

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: [http://laos.usembassy.gov/job\\_opportunities.html](http://laos.usembassy.gov/job_opportunities.html)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that dresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy  
Thadeua Road Km9, Somvang Tai Village  
PO Box 114, Vientiane, Laos  
(Hardcopy or e-mail attachments are accepted)

#### **POINT OF CONTACT**

Telephone: 856-21-487176/7259  
Fax: 856-21-487140  
E-mail: [VientianeHRO@state.gov](mailto:VientianeHRO@state.gov)

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.

Only shortlisted candidates will be notified.  
**CLOSING DATE FOR THIS POSITION: July 24, 2015**  
An Equal Opportunity Employer