

## VACANCY ANNOUNCEMENT

(Announcement No. 16/24)

**OPEN TO:** All Interested Candidates  
**POSITION:** **Communications Specialist, FSN-10**  
**OPENING DATE:** June 03, 2016  
**CLOSING DATE:** June 17, 2016  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual grade and salary will be based on the qualifications of the applicant.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST 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 **Communications Specialist** in the U.S. Agency for International Development (USAID)/Country Office.

### **BASIC FUNCTION OF POSITION**

The Communications Specialist provides outreach and communications support to United States Agency for International Development/ Regional Development Mission Asia (USAID/RDMA) Country Office in Laos under the direct supervision of the Supervisory General Development Officer. Specifically, the Communications Specialist serves as the primary point of contact for media and public information requests and works closely with the Supervisory Regional Development Outreach Communication Specialist (SRDOCS) in (USAID/RDMA) to maintain social media accounts and the website, and to assist in developing and updating standard Mission communications products related to activities in Laos, including fact sheets, social media and web content. In consultation with the SRDOCS, the Communications Specialist helps develop planning and tracking systems to meet the demands of the growing foreign assistance program in Laos.

### **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. Education:** A bachelor's degree in communications, journalism, graphic design or a related field is required.
- 2. Prior Work Experience:** Five or more years of progressively responsible experience in communications, journalism, marketing, advertising, public relations, mass media, or arts. Proven experience in disseminating information to a variety of target audiences, via print, broadcast, social media and/or the Web, is required.
- 3. Post Entry Training:** On-the-job training on USAID policies and procedures, especially ADS 320 (Branding and Marking). The incumbent must be able to impart procedural policies to counterparts. The incumbent will be eligible for regional DOC training and AOR/COR training. Independent study via web tutorial on social media, writing, and design.
- 4. Language Proficiency:** Lao and English at IV level. Must be able to write acceptable Lao and English language press copy and to translate highly technical materials verbally or in writing.
- 5. Knowledge:** Must be thoroughly familiar with local media influencers and the relationships between media organizations. Must understand political orientation of local media outlets, as well as U.S. government policies and their local implications. Demonstrated skills and/or

experience in public relations; A broad understanding of issues related to international development and transition economies. Through knowledge of media operations (print, television, Internet, radio).

- 6. Skills and Abilities:** The ability to establish and maintain collegial relations with press and media contacts and exercise sound judgment in representing the U.S. Government while discussing program activities with the press and media are essential elements of the job; Demonstrated ability to work as a team member and provide leadership in the areas of his/her competencies; Possess the ability to craft information messages in various media formats (such as press release, speech, talking points, fact sheets) targeting a variety of audiences; Must be comfortable working independently, managing several activities at once, and working under pressure to meet short deadlines, including how to shape a story and get it published; Demonstrated ability to populate, maintain and analyze web and social media usage. Excellent working use of Google and MS Office, including PowerPoint, and strong digital photography and photo editing skills. Ability to contribute to different types of social media platforms such as Facebook, Twitter, YouTube, Flickr, and Instagram. A flair for graphic design, manipulation of scanning software, Adobe Photoshop, Adobe Illustrator and/or Adobe In-Design software. Must be able to edit both languages to produce final products in good journalistic style.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS 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 pass the local security background investigation.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

#### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: [http://laos.usembassy.gov/job\\_opportunities.html](http://laos.usembassy.gov/job_opportunities.html); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy  
Thadeua Road, Somvang Tai Village  
PO Box 114, Vientiane, Laos  
(Hardcopy or e-mail attachments are accepted)  
E-mail: [VientianeHRO@state.gov](mailto:VientianeHRO@state.gov)

**POINT OF CONTACT**

Telephone: 856-21-487000  
Fax: 856-21-488002

**CLOSING DATE FOR THIS POSITION: June 17, 2016**

The U.S. Mission in Vientiane 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 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.