

VACANCY ANNOUNCEMENT
(Announcement No. 14/32)

OPEN TO: All Qualified Candidates
POSITION: **Cultural Affairs Assistant (P15-011), FSN-8**
OPENING DATE: October 23, 2014
CLOSING DATE: November 07, 2014
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 ORDINARILY 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 **Cultural Affairs Assistant (Education Adviser/Media Coordinator)** in the Public Diplomacy Section (PDS).

BASIC FUNCTION OF POSITION

Under the direct supervision of Assistant Public Affairs Officer (APAO), the Educational Adviser/ Media Coordinator provides comprehensive and unbiased information, advice, and counseling on educational opportunities in the United States, and promotes USG study and exchange opportunities via print, broadcast and social media platforms.

The goal is to strengthen the U.S.-Lao relationship by encouraging youth to study in the U.S. The incumbent accomplishes this goal by: 1) advising potential students on educational opportunities in the U.S.; 2) working with IRC staff to develop and conduct outreach programs designed to attract youth to study in the U.S.; 3) developing education outreach content for print, broadcast and social media platforms, and advising APAO on the best methods to promote Education USA within the Lao media.

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 education, social science/humanities, or communications is required.
2. **Prior Work Experience:** Two to three years of relevant experience in education, public relations, marketing, communications, including outreach programs and public speaking is required.
3. **Language Proficiency:** Level IV (fluently spoken and written) English and Lao required. Must be able to read and draft routine correspondence in both languages and to facilitate working level contacts within the Embassy as well as with local organizations and alumni.
4. **Knowledge:** Knowledge of public relations and digital outreach. With training provided by Embassy, develop in-depth knowledge of available information resources related to U.S. education system, scholarship opportunities, admissions testing, and

U.S. laws and regulations governing international students. Thorough knowledge of various computer software programs, especially Word, Excel and Power Point required. Must be familiar with general office procedures including filing, typing and drafting correspondence.

- 5. Skills and Abilities:** Strong interpersonal skills, including written and oral communication skills and public speaking skills. Ability to plan, execute and follow up on programs. Ability to search, locate and utilize online and other materials for educational purposes. Ability to use Microsoft programs (Word, Excel, etc.). The ability to develop and oversee a project budget, as well as organize, run and give presentations is essential.

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
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 addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Rue Bartholonie, That Dam
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-267176
Fax: 856-21-267140
E-mail: 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: November 07, 2014

An Equal Opportunity Employer