

VACANCY ANNOUNCEMENT

(Announcement No. 14/14)

OPEN TO: Qualified candidates
POSITION: **Alumni Coordinator, FSN-8**
OPENING DATE: June 2, 2014
CLOSING DATE: June 13, 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 **Alumni Coordinator** in the Public Diplomacy Section (PDS).

BASIC FUNCTION OF POSITION

Under the direct supervision of the Senior Cultural Specialist and the Public Affairs Officer (PAO), and in consultation with the ECA alumni coordinator in Washington, the Alumni Coordinator is responsible for promoting greater contact with and cooperation among alumni of USG-sponsored programs and alumni of US universities.

The goal is to increase involvement of alumni in areas where they can promote USG goals. The incumbent accomplishes this goal by: developing and implementing an alumni outreach strategy; organizing events and programs for countrywide alumni audiences; integrating alumni into Mission programs; preparing and disseminating news and information of general interest to alumni; maintaining an alumni database; creating/maintaining country and/or program communities on the State Alumni website; contributing content to this website and coordinating promotion of the U.S. Embassy Alumni Facebook page and State Alumni website among the different alumni audiences throughout the country. In addition, working with the Press Section, the incumbent will actively seek to increase media coverage of alumni programs and events, as well as individual alumni achievements. The incumbent will also be responsible for coordinating the Ambassador's Youth Council (AYC) and Young Southeast Asian Leaders Initiative (YSEALI) activities, and promoting active engagement of AYC and YSEALI members, with a particular focus on: 1) cultivating young leaders; 2) engaging Lao youth on topics of interest to them; and 3) receiving youth input on U.S. Embassy programs and U.S. policies in Laos.

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 sciences or international relations is required.
- 2. Prior Work Experience:** Two to three years of previous experience in cultural or educational fields.

3. **Language Proficiency:** Level IV 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:** Must be familiar with general office procedures including filing, typing and drafting correspondence. Thorough knowledge of various computer software programs, especially Word, Excel and Access required. Interest in and knowledge of general cultural and educational fields as well as familiarity with international exchange programs and grant writing is desired.
5. **Skills and Abilities:** Ability to independently perform all administrative tasks required. Ability to learn/understand the policies of alumni and YSEALI programs. Ability to deliver presentations in both Lao and English, and facilitate proposal writing. Writing and translation skills required. Excellent interpersonal skills and ability to initiate and maintain working level contacts with alumni, partner organizations, ECA and regional embassies. Tact and discretion are essential, as well as a high degree of reliability, flexibility and accuracy.

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: June 13, 2014
An Equal Opportunity Employer