



**Media Outreach:****35%**

- Cultivate key contacts among all sectors of the Moldovan media.
- In collaboration with the PAO, draft and distribute approved press releases and provide information to the Moldovan media to advance USG policy goals.
- In cooperation with Embassy and Moldovan Government officials, arrange press conferences and public presentations as well as interviews for Embassy officers and visiting USG officials.
- Respond to telephone and written inquiries from media representatives for specific information and background on USG policies, society and institutions, including promoting use of the Mission home page as a resource; exercise judgment in referring inquiries to the Media Specialist or the PAO.
- Serve as back-up for Media Specialist, to include handling all media inquiries, events, and monitoring when Specialist is away from the office.

**Media Summaries, Briefings, Review and Analysis:****20%**

- Review Moldovan media on a daily basis and provides a media review report for Embassy staff; prepare regular written reviews of items reported in the Moldovan media.
- In collaboration with the Media Specialist, draft reports on substantive media-related issues.
- Keep the PAO informed about important personnel and other changes in the Moldovan print and broadcast media.
- Follow and report on Moldovan media coverage of the Embassy's events and other items of interest to the USG.
- Identify and translate excerpts of significant articles in Romanian and Russian language press for the Ambassador, DCM, and PAO.
- Help identify potential candidates for journalism-related exchange programs and assist with the logistics for such programs.
- Monitor Romanian and Russian language internet portals, blogs and chat sites; report trends and items of interest to the Media Specialist and PAO.
- Alert supervisors to fast-breaking news events and follows up with detailed, timely briefings.
- Analyze and report on shifts in Moldova's media environment, including changes in public attitudes regarding the USG, media developments, conflicts and abuses, and the relationship between the Moldovan Government and the press.
- Translate speeches, press releases, and other documents as required; provide interpretation to Embassy officials at PAS events.

**Grants Program Management****40%**

- Assist with the implementation of post's grants programs; develop informational and promotional materials about grants programs; respond to routine questions about grants programs, and provide input for the grants section of the Embassy website.
- Develop and maintain professional contacts with civil society representatives; maintain grants program contact database, advise potential grantees about procedures for completing applications.
- Assist with technical reviews of proposals to ensure that applications are complete and that they meet U.S. regulations and Democracy Commission goals; support the Democracy Commission Small Grants Review Committee.
- Enter grants data into the Grants Database Management System (GDMS).
- Check background information, perform due diligence check, and Excluded Parties List (EPLS).
- Provide phone-based and on-site program monitoring.
- Maintain email correspondence with the grantees, reviews financial and narrative reports to ensure that grantees are in compliance with grant requirements. If not, develop and recommend options for Embassy officials to bring grantees into compliance.
- Track and collect information on grants in response to requests from PAO/APAO and Washington.
- Manage inventory database to keep track of equipment purchased with USG funds; recommend appropriate disposition for equipment after grants are completed.
- Administer and update the Democracy Commission Small Grants Program's blog.
- Prepare and enter grant program highlights in PD Mission Activity Tracker (MAT).
- Translate a variety of documents as required.

**Other duties:****5%**

- Perform other public affairs duties as required.

\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performancea. Education:

At least two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university are required.

b. Prior Work Experience:

Minimum one year of media-related work or project implementation experience.

c. Post Entry Training:

Orientation in all aspects of the Public Affairs Section's programs, as well as the work of all mission sections; on-the-job training in public affairs standard operating procedures.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV (Fluent) Speaking/Reading/Writing of English, Romanian and Russian are required.

e. Job Knowledge:

Some knowledge of Moldovan and U.S. foreign and domestic policy issues and key Moldovan political and cultural institutions, including knowledge of current events in politics, economics, and security issues. Knowledge of the Romanian language and Russian language media, how best to approach them, as well as key media players.

f. Skills and Abilities: Ability to work skillfully and smoothly under pressure and tight deadlines; to exercise initiative, creativity, and sound judgment; to analyze a broad array of media activity, political and social trends, and apply resources to meet mission goals. Ability to develop and maintain an extensive range of contacts in media and NGO community, as well as with embassy personnel in all sections who contribute to public affairs. Flexibility in adjusting to rapidly and unexpectedly changing priorities. Computer experience: word processing, Internet, and email.

16. Position Elementsa. Supervision Received:

The incumbent receives general work guidance from the Media Specialist and Grants Specialist under the direct supervision of the PAO but has latitude in carrying out programs and projects.

b. Supervision Exercised:

Incumbent does not exercise any direct supervision of personnel.

c. Available Guidelines:

Post's Mission Strategic Plan, post's Public Diplomacy Guidelines, Department of State training materials and guidelines.

d. Exercise of Judgment:

Incumbent relies on knowledge of political developments, policy directions, and relationships with contacts to determine appropriate target audiences for public diplomacy programs. In consultation with the Media Specialist, exercises judgment in selecting news items to report, cultivating contacts, choosing participants for post programs, and advising PAO on the best way to handle the media on a broad array of issues and problems.

e. Authority to Make Commitments:

n/a

f. Nature, Level and Purpose of Contacts:

Incumbent has an extensive network of contacts throughout the media and NGO communities. These persons keep incumbent apprised of Moldovan opinion and domestic developments as they relate to the incumbent's duties and responsibilities.

g. Time Expected to Reach Full Performance Level:

one year.