U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT
INFORMATION ASSISTANT (MEDIA) - Temporary
Announcement Number: 16-18A Re-issue

OPEN TO:	ALL INTERESTED CANDIDATES
POSITION:	Information Assistant (Media) - Temporary
OPENING DATE:	Monday, August 15, 2016
CLOSING DATE:	Friday, September 09, 2016
WORK HOURS:	Full-time, 40 hours/week
SALARY:	*Ordinarily Resident: Gross Salary DH 244, 824 p.a. (starting salary based on 40 hours including allowances, competitive bonus and benefits package. The U.S. Mission will withhold from employee's gross salary the employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments) (Position Grade: FSN-8) *Not-Ordinarily Resident: $ 46,093 p.a. (starting salary based on 40 hours) (Position Grade: FP-6 following confirmation by Washington)

LENGTH OF APPOINTMENT: **THIS IS A LIMITED APPOINTMENT NOT TO EXCEED SIX MONTHS FROM THE DATE OF HIRE.**

Applicants who applied for Vacancy Announcement Number: 16-18 need NOT apply again.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see appendix A for definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Rabat is seeking eligible and qualified applicants for the position of Information Assistant (Media) to work for Public Diplomacy (PD).

BASIC FUNCTION OF POSITION:
The incumbent is responsible for producing visual content, e.g., photos and videos, that support Mission PD goals and which is appropriate for placement in new media and Web-based platforms. Responsibilities for visual content include but are not limited to a) taking photographs at PD and selected Embassy events as assigned by the Public Affairs Officer (PAO) or his/her immediate supervisor, and b) producing videos that support PD and Mission. S/he maintains a library of photographs and videos, drawing on them for Mission use and dissemination to Moroccan media outlets. Responsible for planning and carrying out production of visual content. S/he operates highly specialized and valuable photo and video equipment and edits video and audio materials using digital editing and multi-media computer applications to produce professional quality content that documents and highlights Embassy public activities. S/he evaluates equipment available and advises PAO when it should be updated or replaced to enhance communication and production quality of PD multi-media content. The incumbent conducts outreach and researches outreach opportunities for the Information Resource Center (IRC). S/he designs, produces, and disseminates IRC electronic and print products to target audience, including Public Affairs (PA) staff and other agencies at Post. The incumbent works with the New Media

Assets Manager to manage the official Mission Web site coordinating overall Web site architecture, design and standards and advises American and LES supervisors of best strategies and options for shaping the Mission's public Web presence.

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.

Education: Completion of secondary school and specialized training in photography and videography required.
Experience: Minimum of three years of progressively responsible experience in the field of information or communication technologies is required, two years of which have been specialized experience in photography and video technologies. Specialized experience in website design and maintenance is required for back up purposes.
Language: Level 4 (fluency) in English, Arabic and French in both spoken and written English is required.
Skills and Abilities: Ability to work with Moroccan and American subjects in a variety of settings, both formal and informal, to capture quality photographs and videos; combination of technical proficiency and artistry to create high impact images of people, events and objects; ability to portray feelings, thoughts and other information without the use of words in pictures; ability to train co-workers and members of the public on photography and video technology issues; highly developed oral and written communication skills;
Job Knowledge:

- Advanced knowledge in photography and video technologies is required.
- Strong knowledge of current information technologies, with emphasis on interactive Web 2.0 and social media is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://morocco.usembassy.gov/job_opportunities.html and/or by contacting the Human Resources Office at
05 37 63 79 67.

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. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

   IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

a) By mail to: Human Resources Office
   Attention: Vacancy Announcement 16-18 Re-issue
   Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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 been 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is

expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad; and resides at the sponsoring employee's post of assignment abroad, and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad; **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;

- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.