



EMBASSY OF THE UNITED STATES OF AMERICA

The Embassy of the United States of America in Windhoek is seeking an individual for the position of **Cultural Affairs Assistant**.

The incumbent will work under the supervision of the senior program specialist, manages the International Visitor Leadership Program (IVLP), Voluntary Visitor Program (VolVis), the Ambassador's Fund for Cultural Preservation, and sets up outreach programs and special events; maintains network of cultural contacts; assists and backs up senior cultural specialist; and acts as educational advisor for studies in the United States. Drafts nomination cables for exchange program candidates, writes and edits reports, as per instruction from the Senior Cultural Specialist and Public Affairs Officer (PAO).

Required Qualifications and skills:

1. Some College or University study in liberal arts, education, social sciences, international relations or business is required.
2. Two years professional work experience in outreach activities, education or a related field is required.
3. English Level IV in writing and in oral presentation. This will be tested.
4. Basic technology skills, to include social and mobile media, and familiarity with MS Office, including Word, PowerPoint and Excel. This will be tested.

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 on or before **July 18, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to HROWindhoek@state.gov

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

Please note that all vacancies within the US Embassy are advertised on the following website:
<http://windhoek.usembassy.gov>