

VACANCY ANNOUNCEMENT

(Announcement Number: 15-50)

The American Embassy in Kathmandu is seeking an individual for the position of Cultural Affairs Assistant.

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Assistant

OPENING DATE: October 16, 2015

CLOSING DATE: October 30, 2015

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

Under the supervision of the Cultural Affairs Officer (CAO), and in consultation with the Cultural Affairs Specialist, the incumbent develops and helps implement the Mission's Cultural and Educational Affairs program, with emphasis on outreach to youth and minority communities in Kathmandu and throughout the country as appropriate. The incumbent also provides input into various exchanges including International Visitor Leadership Program (IVLP), Teaching Excellence and Achievement Program (TEA), Study of the U.S. Institutes (SUSI); speaker programs; visits by American cultural and musical representatives; and liaison with Post-defined target audiences. The incumbent assists in identifying possible grantees and candidates and suggests appropriate U.S. programs for selected candidates.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of Bachelor's degree in Liberal Arts, Education or Social Sciences is required.
2. Three years of experience working in the field of public relations, NGO management, media or academic is required.
3. Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. Good knowledge of Nepal's social and cultural movements, political and economic developments, educational structure and institutions is required.

Good knowledge of the U.S. society, government, educational structures and social and political processes is required.

5. The ability to communicate effectively with individuals in different sectors of the host government and society is required. The ability to coordinate extensive thematic, exchanges, and other cultural programs is required. The ability to use Windows-based computer applications, especially Excel, is required. Professional writing skills are required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm3@state.gov (write “Application for Cultural Affairs Assistant” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Cultural Affairs Assistant”)

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