



## Vacancy Announcement (Announcement Number: 11-06)

USAID/Nepal invites applications for employment for the position of Development Outreach and Communications Specialist in the Program and Project Development Office, under a Personal Services Contract subject to availability of funds.

OPEN TO: Nepali citizens and U.S citizens/Green Card holders.

POSITION: Development Outreach and Communications Specialist, FSN PSC-10, USPSC Local Hire GS-11

OPENING DATE: April 13, 2011

CLOSING DATE: April 27, 2011 – 5:00 P.M- Kathmandu time

WORK HOURS: Full-time; 40 hours/week

### **BASIC FUNCTION OF THE POSITION:**

The Development Outreach and Communications Specialist will work with the current Development Outreach and Communication Specialist in planning, designing, implementing and carrying out mission communication activities. The Specialist's primary function is to increase public awareness of USAID/Nepal's activities. He or she will draft information, content and/or products for a public audience, create and maintain the Mission's public communication information systems (such as Facebook, public website, Twitter, etc.), act as a writer/editor for the Mission as needed, and fulfill requests for information from the media and public.

### **NOTES:**

- ALL ORDINARILY RESIDENT USPSC LOCAL HIRE APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
- U.S CITIZEN LOCAL HIRE PERSONAL SERVICES CONTRACTORS (PSCS) ARE ELIGIBLE FOR FICA, HEALTH INSURANCE AND LIFE INSURANCE IN ACCORDANCE WITH AGENCY POLICY. LOCAL HIRE CONTRACTORS ARE NOT ELIGIBLE FOR ANY OTHER FRINGE BENEFITS.

### **REQUIRED QUALIFICATIONS:**

**NOTE:** All applicants are instructed to address each selection criterion detailed below:

1. A bachelor's degree is required. A degree in the field of communications, public relations or a related area is desirable. Masters' level education in the related fields of journalism, communications or public relations is advantageous.
2. The Specialist must have at least three years of relevant work experience in the field of public relations and/or corporate communications demonstrating increased responsibilities and knowledge.
3. The Specialist must have excellent written and oral English communication skills and interpersonal skills. Strong organizational skills, analytical abilities and initiative to prioritize and complete tasks and manage

multiple projects with minimal supervision. Ability to establish and maintain collegial relations with press and media contacts, and to use sound judgment in presenting development programs to the press, media and external audiences. The Specialist must have strong organizational skills to effectively plan a variety of different events directed at promoting publicity for donor funded projects.

4. The Specialist must have an oral and written fluency in English (Level IV).
5. The Specialist must possess a strong knowledge of the full range of MS Office software (including word processing, spreadsheets, databases, PowerPoint, and graphics), web design, HTML and other media software packages (i.e. Photoshop, video editing software). The successful candidate must be capable of crafting information messages in various media formats (press releases, websites, video, etc.) targeting a variety of audiences and have an interest in new media communication tools. A working knowledge of the fields of media relations, publishing and events planning is required.

A detailed job description for this position can be obtained by visiting the USAID/Nepal website at <http://nepal.usaid.gov/>

Interested applicants should submit a cover letter and a CV not to exceed three pages, and any other documentation that addresses the qualification requirements of the position as listed above. Please provide names of three references and their contact numbers as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, and P.O. Box. 295. Applications may be sent electronically to: [USAIDNepalHR@usaid.gov](mailto:USAIDNepalHR@usaid.gov)

Only short listed applicants will be contacted to participate in the hiring process.

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from Disadvantaged castes, under-represented ethnic groups, and women are especially encouraged to apply.*