



Public Diplomacy Program Assistant

The US Embassy in Apia invites applications from all interested candidates for the full-time position of Public Diplomacy Program Assistant. This position is responsible for coordinating all Embassy representational events, workshops, conferences, and press releases. Incumbent is also responsible for monitoring and reporting on current events in-country and regionally, and acting as interpreter when necessary.

All applicants must at a minimum possess a Bachelors degree in either, liberal arts, social/political sciences, economics, journalism/communications, international relations or related field. 1 - 2 years of experience in researching, analyzing and reporting on political, economic and social news. Knowledge of social media such as Facebook, Twitter, Blogs etc and general experience in planning and executing media and social events. Applicants must be fluent in English and Samoan. This vacancy is open to all candidates including U.S veterans and eligible U.S. citizens.

The starting salary for this position is WST\$19,242 plus allowances of WST\$6,168 per annum.

A copy of the full job description and person specifications is available at http://samoa.usembassy.gov/job_opportunities.html

All employees of the US Government are required to complete full medical and security background checks.

To apply, please complete and submit the Universal Employment Application (UEA) form available from the Embassy website http://samoa.usembassy.gov_jobopportnities.html

Applications close at 4.00pm on Friday, 20 January 2012.

Address correspondence to:

US Embassy Apia
Admin Asst
P.O. Box 3430
APIA

Please include "Public Diplomacy Program Assistant" at the top left hand corner of envelope

Or

Email: Wellington.HR@state.gov