



Public Diplomacy Assistant

The U.S. Embassy in Apia invites applications from all interested candidates for the full-time position of Public Diplomacy Assistant. This position is responsible for acting as an advisor to the Chief of Mission on public diplomacy, protocol and cultural issues and will involve preparing reports, input to speeches and may require translation services for American officers. The incumbent is also responsible for coordinating Embassy community engagement with the government, media, education, business and public sectors via both traditional and emerging social media means.

All applicants must at a minimum possess completion of secondary school. 3-5 years of progressively responsible experience in public affairs, and general analysis of political, economic and social news. Experience in researching, analyzing and reporting on political and other developments in country. 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 and have a valid driver's license. This vacancy is open to all candidates including U.S. veterans and eligible U.S. citizens. The starting salary is WST\$25,410 per annum including allowances.

A copy of the full job description 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, attach a completed cover letter and your CV to:

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

Or Email your application to: ApiaHumanResource@state.gov

- Please include "Public Diplomacy Assistant" at the top left hand corner of envelope.
- For a copy of the required cover letter (template available), please contact either Saloma Faaoga on ApiaHumanResource@state.gov or visit the website at http://samoa.usembassy.gov/job_opportunities.html

Applications close at 4.00pm on Wednesday, March 19 2014

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.