

# United States Mission Abuja

## Vacancy Announcement

No. 2013-054	Date: October 23, 2013	Ref:
Subject:	COMMUNICATIONS WRITER-EDITOR	
Location:	ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Communications Writer-Editor – FSN-9/FP – 5

**OPENING DATE:** October 23, 2013

**CLOSING DATE:** November 6, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **OR – Ordinarily Resident**–N4, 221,908 p.a.  
(Starting basic salary) Position Grade: FSN-9  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

**NOR - Not Ordinarily Resident** – AEFM- US\$50,043  
**EFM/MOH** - US\$42,948 Starting Salary) p.a.  
Position Grade: FP-5

**NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The **U.S. Embassy in Abuja** is seeking to employ suitable and qualified candidate for the Communications Writer-Editor position in the Centers for Disease Control (CDC) Nigeria office in Abuja.

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

Under the direction of the Country Director, the Communications writer-editor will be responsible for the assisting in the creation and delivery of both internal and external written and oral communications and for planning, organizing and distributing CDC Nigeria related materials, some of which may be Sensitive but Unclassified. The incumbent writers, re-writes, and edits in-depth, management and scientific/technical documents (including conference abstracts, scientific manuscripts, recommendations, policy statements, standards, and proposals) in consultation with management and technical program professionals. This position will review, proofread for accuracy, edit, revise and documents in accordance with appropriate government specifications, style, and branding. The incumbent will serve as editor for all CDC Nigeria print publications including newsletters, Website content, media relations materials (in collaboration with the US Embassy Public Affairs Office) and other ongoing correspondence. The most challenging aspect of the work is interpreting scientific and technical subject matter (most often including statistical analysis) and defining the intended audience ( most often scientists, policy makers, health care practitioners) to assure that the most important message are defined appropriately and presented clearly, accurately, and persuasively for greatest public health impact.

To obtain a copy of this announcement please visit our Mission websites at:

[http://nigeria.usembassy.gov/about the us mission.html](http://nigeria.usembassy.gov/about_the_us_mission.html).

## **POSITION REQUIREMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Bachelor's degree in English, Technical Writing, Journalism, Communication or other Social Science related field is required.
2. Minimum of four (4) years' experience in technical writing or editing in the field of public health, medical research, epidemiology or related field, with a variety of writing styles: technical, creative, and marketing or knowledge working with communications media (news, television or radio) in medical correspondence are required.
3. Level IV (fluency) Speaking/reading/writing in English is required.
4. Incumbent must have superior knowledge of the use of English grammar including rules and usage; the knowledge to develop scientific articles that articulate, interpret, and explain important, complex, and potentially controversial research findings, as well as to develop policies, recommendations, and standards that further the mission of CDC Nigeria.

5. The incumbent must have the ability to determine and recommend the optimal concept and document organization and to write and edit text for scientific articles, recommendations, standards, policy statements and other specialized scientific/technical materials in the area of HIV/AIDS.
6. Must possess strong knowledge of Microsoft Office products, including Word, Excel, Power Point, Photoshop, In Design, or other graphics publishing software.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **HOW TO APPLY**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for U.S. Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus.**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

**SUBMIT APPLICATION TO:**

Embassy of the United States of America  
Human Resources Office  
Plot 1075 Diplomatic Drive  
Central District Area  
Abuja.  
Or submit to [HRNigeria@state.gov](mailto:HRNigeria@state.gov)

**POINT OF CONTACT:**

Tel: 09-461-4000 Ext 4280  
Fax: 09-461-4036

**DEFINITIONS**

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: NOVEMBER 6, 2013**

**The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

**An Equal Opportunity Employer**

