

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-170**

OPEN TO: All Interested Candidates **OPENING DATE:** October 21, 2011
TITLE: Development Outreach & Communications Specialist **CLOSING DATE:** November 3, 2011
GRADE: FSN-10 (Rs.1, 971,957 p.a. to Rs. 3,650,401 P.A.) **AGENCY:** USAID
LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The Development Outreach Communication Specialist (DOC Specialist) reports to the head of the DOC unit and works as part of the DOC team to enhance the awareness of U.S. civilian assistance in Pakistan by carrying out various publicity activities. The incumbent collaborates closely with the other DOC members, technical teams, and USAID contractors as well as grantees to implement the Mission's overall communications strategy. Activities the incumbent may be responsible for span from organizing events, producing and disseminating print and electronic publicity materials, maintaining website and social media presence on behalf of the Mission, engaging local and international media, designing, procuring, and managing DOC-related contracts and purchase orders, to training and guiding other staff on publicity issues, maintaining information databases, and designing as well as conducting various research and monitoring tasks related to publicity efforts. USAID/Pakistan manages the US Government development program in Pakistan with a budget of approximately \$1 billion per annum. The Mission portfolio focus on five priority sectors: energy, economic growth, stabilization, education and health. Public Communications is a cross-cutting strategic objective of the Mission. The DOC team plays a key role in ensuring the successful design and implementation of the Mission-wide strategies, plans, and activities to further this objective. The incumbent will be one of the team of locally-hired and American specialists working from the offices in Islamabad.

QUALIFICATION REQUIRED:

EDUCATION: Completion of Bachelor's degree (fourteen years of education) in public relations, communications, marketing or a related field is required.

EXPERIENCE: Minimum of five years of progressively responsible experience in communications, public relations or marketing. Proven experience in successfully increasing awareness of a service or a product among Pakistani audiences is required. Experience in public opinion research, design, and management of mass media campaigns, and management of public relations contractors in highly desirable. Previous work with an international development organization is desirable.

LANGUAGE: Fluent (level 4) English (both written and oral) and fluent (level 4) Urdu (both written and oral) are required. Excellent knowledge of English grammar and American word usage and spelling is required.

KNOWLEDGE: Extensive first-hand knowledge of the local media (especially Islamabad-based journalists), Pakistani advertising market, as well as the principles of public relations is a must. Proficiency with website content management and the use of social media is required. Familiarity with graphic design, printing and publishing processes is required. General understanding of procurement processes. A broad understanding of issues related to international development is required.

ABILITIES & SKILLS: Excellent oral and written communications skills, including news and technical writing, editing, and research skills. Strong organizational and project management skills within a multi-cultural work environment are a must. Must be comfortable working independently, taking the initiative, seeking guidance, managing several activities at once and working under pressure to meet deadlines. Must have strong interpersonal skills and ability to push for results while maintaining good relationships with a variety of interlocutors. The ability to establish and maintain collegial relations with press and media contacts, as well as implementing counterparts, and exercise sound judgment in representing the organization. Solid ability to handle interactions with high-level dignitaries and officials with maturity and confidence. Ability to travel throughout Pakistan, including the Federally Administered Tribal Areas, to organize and implement outreach events and visit project sites. Excellent computer skills, including working use of MS Office, MS Outlook, MS PowerPoint, and Word are required. Basic Web design, Dreamworks, Acrobat and other page making software are highly desired.

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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-115) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 3, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.