

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 13-20**

OPEN TO: All Interested Candidates **OPENING DATE:** February 1, 2013
TITLE: Development Outreach & Communications Specialist **CLOSING DATE:** February 14, 2013
GRADE: FSN-10 (Rs.2,121,152 p.a. to Rs. 3,933,871 P.A.) **AGENCY:** USAID
Position No: 80395-012 **LOCATION:** KARACHI

BRIEF DESCRIPTION OF DUTIES: The DOC Specialist works for the USAID/Pakistan Karachi Field Office, reporting to the Deputy Mission Director, and is based at the US Consulate General in Karachi. He/she collaborates closely with senior management working in the provinces of Sindh and Baluchistan, Strategic Objective (SO) teams and technical staff based in Karachi or Islamabad, and implementing partners (IPs) in order to develop and implement the overall Karachi Field Office Communications Strategy. The incumbent collaborates closely with the US Consulate General Public Affairs Office (PAO) to ensure that Consulate personnel are properly apprised of USAID public outreach activities and projects. The DOC Specialist supports USAID/Pakistan and the Field Office in the achievement of its objectives by producing and disseminating public information about USAID activities in Pakistan, and by educating and promoting a better understanding of USAID programs/projects in Pakistan and in the region. The incumbent is responsible for collecting, investigating, managing, and distributing information associated with the USAID foreign assistance program in Sindh and Baluchistan.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Bachelors degree (fourteen years of education) in journalism, public relations, communications or a related field is required.

EXPERIENCE: A minimum of five years of progressively responsible experience in communications, public relations or journalism is required. This experience should include disseminating information to a variety of target audiences.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu. Level III (good working knowledge) of one or more regional languages, such as Sindhi or Pashto, is also required.

KNOWLEDGE: The incumbent must be capable of crafting information messages in various media formats (news releases, website stories, talking points/speeches, etc.) targeting a wide variety of audiences. Knowledge of standard principles, methods, and practices of communication and information management are required. The incumbent is required to design and implement public affairs events and outreach materials. Must have a broad understanding of issues related to international development. An eye for selecting story-telling photographs, and experience in photography and photo-editing, is required. Incumbent must have excellent knowledge of English grammar and American word usage and spelling. Familiarity with graphic design, printing, and publishing processes is required. Must have knowledge of the media landscape in Sindh and Baluchistan – particularly key broadcast and print outlets.

ABILITIES & SKILLS: The incumbent must have excellent oral and written communications skills, including news and technical writing, editing, and research skills. Must have strong organizational and project management skills within a multi-cultural work environment and the ability to work independently. Must be able to take the initiative, once guidance is provided, in managing several activities at once, and must be able to work under pressure to meet deadlines. Must have strong interpersonal skills and be able to establish and maintain collegial relations with press and media contacts, as well as counterparts from IPs, the Embassy and the Consulate General. Must be able to exercise sound judgment in representing the USG; be able to handle interactions with high-level dignitaries and officials with maturity and confidence; and be able to travel throughout Sindh and Baluchistan in order to organize and implement outreach events and visit project sites. Advanced computer skills in MS Office Suite are required, as is familiarity with basic Web design tools, DreamWorks, Acrobat, and other page making software.

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.
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 envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 13-20) 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: February 14, 2013

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.