

JOB OPPORTUNITY ANNOUNCEMENT

OPEN TO: All Interested Applicants

POSITION: Spanish/English Media Analyst

OPENING DATE: May 11, 2016

CLOSING DATE: May 25, 2016

WORK HOURS: Full Time, 40 hours per week

SALARY: Grade FSN 7 (\$18,621 per year)/FSN 8 (\$21,357 per year)
(developmental/trainee level)
Grade level commensurate with relevant experience.

OTHER: Agency Security Clearance is Required

Open Source Enterprise (OSE) Panama Bureau is seeking one individual for the position of Spanish/English Media Analyst.

Basic Duties and Responsibilities

1. Evaluate the relative value of various open media sources and media environments and information requirements.
2. Collect open source information.
3. Exploit a range of open source media in coverage area.
4. Provide analytic insights and create the full range of OSE products and media characterizations.
5. Contribute to content on the OSE corporate web-based dissemination platform.
6. Develop relationships and sustain networks with international colleagues and customers where appropriate.
7. Oversee and coordinate team operations during duty hours.
8. Depending on assignment, may assign, monitor and evaluate the work of contractors.
9. Provide informal training and mentoring to less experienced employees within the work unit.

Qualifications Required:

NOTE: All applicants must address each qualification/requirement detailed below with specific and comprehensive information supporting each item.

Education:

A University degree (three- or four-year) in area studies, media studies, or other applicable field such as journalism, political science, economics, or history.

Prior Work Experience:

Generally two to three years' work experience in a related substantive field, (e.g., media, international affairs, military, political, economic, science and technology).

Language Proficiency:

Level IV (fluent): reading, written & spoken English, Spanish languages is required. French and/or Haitian Creole language proficiency would be preferred.

Knowledge:

- Working knowledge of print and broadcast media in Latin America and the Caribbean, including understanding of media environments, applicable trends, and their impact.
- Working knowledge of social media and other Internet-based media, trends, and developments.

Skills & Abilities:

- Essential skills include a keen awareness and understanding of, and interest in regional political, economic, and social developments. Knowledge of current affairs or media and information environments.
- Critical thinking and analytical skills to process large amounts of information, detect relevant factors, and discern most important elements.
- Strong interpersonal and collaboration skills to work effectively in a fast-paced, often high-pressure, multicultural, multidisciplinary dispersed team environment.
- Time management and organizational skills to plan, complete, and coordinate work requirements in a timely manner.
- Ability to communicate clearly, both orally and in writing.
- Ability to translate selected print and voice material into clear idiomatic English from other languages.
- Strong technical skills, including proficiency in Microsoft Office tools and advanced web research.
- Ability to use and/or learn computer applications and the Internet.

- Ability and willingness to perform a wide variety of tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements.

Supervision:

Given: Guide and mentor less experienced officers. Depending on assignment, may supervise other staff and/or oversee the work of contractors.

Received: Work is performed under the general supervision of a Bureau Chief and/or Deputy Bureau Chief, a more senior Media Analyst, or an LHS Manager.

Special Requirements:

Work is performed in a variety of environments, including standard offices and remote locations. Work may require travel, extended hours, overnight, weekend, and holiday work.

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Selected candidates will be tested in English and Spanish to determine language level.

TO APPLY

Interested candidates for this position must submit the following or the application will not be considered:

1. An updated resume or curriculum vitae, together with a cover letter, explaining how you are able to meet all of the requirements for this position. Only those candidates providing specific and comprehensive information supporting each of the essential requirements will receive further consideration for this position.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

THE US MISSION IN PANAMA 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.

SUBMIT APPLICATION TO

Please e-mail your application to panamaoscrecruitment@state.gov

CLOSING DATE FOR THIS POSITION: 25 May 2016