

INFORMATION SPECIALIST FSN-11/FP-5

VACANCY ANNOUNCEMENT 16/07/36

MAJOR DUTIES AND RESPONSIBILITIES

40% of Time

As a senior PAS Information Specialist in Print, Radio, and Television, the incumbent advises the PAO, the IO, the Communications Director, and other senior mission officers on issues/trends in the media, proposing strategies and tactics to support USG objectives. Maintains contact at the highest levels of Peruvian media as well with reporters, editors, news directors and GOP communication offices. Prepares analyses and reports on the Peruvian media, including relevant sections of the Human Rights Report

20% of Time

Stays informed on full range of U.S.-Peruvian bilateral issues and U.S. regional issues, especially on those dealing with trade, commerce, international security, consular and other issues. Reviews official U.S. documents for distribution and placement with influential Peruvian media. Prepares news releases and reports for distribution and placement. Support IO in responding to requests for information from local and foreign media.

20% of Time

Develops and executes special country-wide programs and projects in support of USG bilateral and regional objectives; coordinates interviews, press conferences and coverage of other mission events; identifies, proposes, and recruits candidates for USG programs, such as the International Visitors (IV) and other exchange programs.

20% of Time

Supervises one FSN employee in the Information Office. Supports quality control of in-house Information Office projects, including daily news summaries and media spot reports. As a senior Information FSN coordinates Information Office operations in absence of IO and/or Communications Director.