



# Open Source Center

**UNITED STATES CONSULATE GENERAL, SAO PAULO,  
BRAZIL**

## **VACANCY ANNOUNCEMENT - CORRECTED COPY TO REFLECT “LENGTH OF HIRE”**

Open to: All Interested Candidates/All Sources

Position: Field Open Source Officer

Opening date: Wednesday, April 09, 2014

Closing date: Thursday, April 24 2014

Work hours: Full Time, 40 hours per week

Length of Hire: ***Temporary – 12 months***

Salary: \*Ordinarily Resident (OR): R\$ 58,946.00 annually  
(Starting salary) (Position Grade: FSN-8)  
\*Not-Ordinarily Resident (NOR): US\$ 44,737.00 annually  
(Starting salary) (Position Grade: FP-6)

All ordinarily resident (OR) applicants (See appendix A) must have the required work and/or residency permits (Attached to the application) to be eligible for consideration.

The Open Source Center (OSC) in the U.S. Consulate Sao Paulo is seeking individuals for the position of Field Open Source Officer.

### **Basic Function of Position**

This is the Field Open Source Officer (FOSO) position in the Open Source Center (OSC). The FOSOs have sound working knowledge of collection and analytic processes. Incumbents collect appropriate open source reporting on specified coverage areas and prepare both informational and analytic products addressing the impact of media on worldviews in support of diplomacy, analysis, and operations.

The FOSO is part of the OSC virtual international team that also includes independent contract translators and U.S. staff. Incumbents coordinate with other staff members; learn about collection and reporting priorities for a country, region, or topic; and develop/sustain relationships with customers. **Incumbent must have the ability to obtain OSC Security Clearance.**

## 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 another applicable field such as journalism, political science, economics, or history.

**Experience:** Work experience in a related substantive field (e.g., media, international affairs, military, political, economic, science and technology).

**Language Proficiency:** Level IV (fluent) in reading/writing/speaking English and Portuguese is required.

### Knowledge:

- Of Latin American media, especially Brazilian;
- Of media in a geographic region, including understanding of media environments, applicable trends, and their impact.

### Skills & Abilities:

- To speak and comprehend the language with sufficient structural accuracy and vocabulary to participate effectively in most conversations;
- To translate selected print and voice material into clear, idiomatic English from other languages;
- To communicate clearly, both orally and in writing;
- To use critical thinking/analytical skills to process large amounts of information, detect relevant factors, and discern most important elements;
- To use interpersonal skills and work collaboratively and effectively in a fast-paced, often high-pressure, multicultural, dispersed team environment;
- To use and/or learn computer applications and the Internet and multimedia skills;
- To perform a wide variety of tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements;
- To use time management and organizational skills to complete work requirements in a timely manner;
- Computer skills including multimedia processing, expertise in areas like social media, big data, mass analytics.

### Supervision:

**Given:** The FOSO Does not supervise any employees.

**Received:** The FOSO is under the general supervision of a Bureau Chief and/or Deputy Bureau Chief and may be under the direct supervision of a more senior FOSO, or an LHS Manager. Exercises some independent judgment and performs somewhat difficult work in a professional occupation requiring some training/experience and working knowledge of a special and complex subject matter.

**Work Environment:**

Work is performed in an office environment, including extensive periods requiring the use of computer terminals to accomplish work objectives.

**Duties & Responsibilities**

Evaluates media and media environments and information requirements:

- Determines the relative value of various open media information sources.
- Identifies the potential policy impact of open source material as well as trends and relationships evidenced in the media.
- Assesses print, broadcast, Internet, and gray literature sources and evaluates objective features of sources on coverage in collection area.

Collects open source information relevant to specified coverage area:

- Identifies and selects open source information relevant to clearly defined issues within a specified coverage area; identifies and exploits new sources of open source material.
- Anticipates collection gaps within own coverage area and recommends coverage changes to more senior FOSOs, Open Source Officers, and/or management.
- Categorizes open source information using necessary data.

Exploits open source media in coverage area:

- Scans or monitors media in languages pertinent to the coverage area.
- Exploits broadcast and print media, the Internet and other digital sources of information, and gray literature.
- Conducts Internet and database searches.

With moderate revision, creates informational and analytic products:

- Drafts specified informational products, and collaborate in the drafting of analytic products, identifying the most appropriate form of processing and clearly describing the content of the material and integrating information to draw conclusions and make assessments.
- Identifies and integrates relevant graphics, media clips, hyperlinks, or other multimedia objects into products.
- With assistance, creates products that incorporate edited (e.g. subtitled) multimedia elements using the full range of OSC database resources and video material from other sources.
- Processes selected material from the full range of open sources; translations from the vernacular are rendered in clear idiomatic English.
- With guidance, reviews informational products for grammatical accuracy. With guidance, reviews linguistic accuracy of translations from language(s) related to AoR. Independently processes and releases transcribed informational products that conform to OSC standards.
- Tags open source information with data necessary for categorization and retrieval.

Participates in management of content on the OSC corporate web-based dissemination platform:

- Identifies open source information already processed by other OSC components to highlight issues of interest to website customers.

- Uses established technical tools to create or add multimedia elements to draw attention to and increase the impact of urgent or notable items of interest to program customers.
- When requested, updates products and features on the bureau's associated program page or relevant transnational issues pages.
- Collaborates with colleagues at Headquarters and other relevant bureaus as necessary to improve and enhance the quality of posted products.

Develops relationships and sustains networks with international colleagues and customers:

- Initiates relationships with colleagues around the world to enhance information gathering and analytic capability.
- Participates in developing and maintaining customer relationships, often as part of a team with U.S. staff.
- Monitors and responds to customer requests.

Develops knowledge and skills through guided and self-initiated development activities:

- Attends conferences and classes to maintain and update professional competency.
- Participates in on-the-job training and mentoring, seeking to improve own knowledge and skills.

Serves as operations focal point for team during duty hours:

- Coordinates execution of ad hoc tasking within the team and forwards guidance and requirements to colleagues and ICs.
- With minimal guidance, composes and responds to operational messages in a timely manner using appropriate language and format and providing all the necessary information; routes messages to ensure delivery to all parties concerned.
- Handles queries from customers and other OSC components and partners.
- Keeps managers and colleagues informed of major developments and proposes appropriate action.
- Monitors released products and OpenSource.gov and corrects technical and substantive errors.

Monitors and evaluates the work of contractors:

- Provides basic operational guidance and feedback to independent contractors.
- With minimal guidance, performs quality assurance checks on contractor products.

The FOSO may be required to work extended hours, weekends, and holidays.

The FOSO may be required to perform other duties as assigned.

### **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, continuity 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. **Please submit your most recent Employee Performance Report (EPR).**
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.

### **To apply**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae **In English** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **Submit application to**

Email: to [Recruit@rccb.osis.gov](mailto:Recruit@rccb.osis.gov) with vacancy title Field Open Source Officer

**Closing date for this position: Thursday, April 24, 2014**

The U.S. Mission in Brazil 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.

Drafted: E. Branco

Cleared: D. Leone

Approved: R. Murphy

## **Appendix A**

### **Definitions**

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- 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;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

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

- US 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.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

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 US Citizen.

5. **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 US Social Security Number (SSN).

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

6. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

### **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

#### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

This email is UNCLASSIFIED.