

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 18-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Information (Media) Assistant

OPENING DATE: May 26, 2011

CLOSING DATE: June 09, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-06 (To be confirmed by Washington)

*Ordinarily Resident: FSN-6105-8

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Information Media Assistant. The position is located in the Public Affairs Section and reports to the Public Affairs Officer.

FUNCTIONS OF POSITION:

Develops and maintains contact with senior and mid-level Sierra Leone officials in the press and media, radio, TV and educational institutions. As liaison between the Embassy and the media, assists the PAO and other Embassy personnel through contacts with the media officials. Monitors the media and press for important national developments and features containing references to U.S. Government and Embassy program initiatives. Writes daily press summaries, and recommends for attention items with possible impact on U.S. interests, policies and objectives. Responsible for taking photographs of Embassy activities.

Organizes and conducts public diplomacy events such as press conferences as appropriate. Assists in organizing public diplomacy programming and outreach efforts aimed at or involving the media including digital video conferencing and other audio visual tools by coordinating program activities with the PAO or the Cultural Affairs Assistant; or Program Assistant; ensures that media officials confirm participation in the program and where necessary, provides guidance to participants in presenting their contributions.

Attends educational functions, press briefings, and conferences as directed. Accompanies the PAO, Ambassador or other Embassy official to meetings with the media countrywide and reports on such meetings. Drafts press releases and undertakes their placement in the local press, and dissemination to other contacts, including Embassies, Sierra Leone Government officials, and international organizations. Assist PAO in reporting on host country media.

Produces audio files suitable for use on radio, web sites, CDs, PowerPoints, MP3 players or MP3-capable cell phones. Produces podcasts of Embassy activities/programs. The podcasts are copied on CDs and distributed to radio stations across the country. They are also uploaded on Embassy Freetown website and emailed to the PAS email distribution list.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** University degree in liberal arts, political science, journalism, or international relations required. Specialist training in press and publications, writing, radio, TV, VTR or motion pictures required.
2. **Experience:** Three years of progressively responsible experience in communications media as a journalist, writer, researcher, media technician, or advertising assistant.
3. **Language Ability:** Level 4 English Language ability (fluent) in written and spoken English required.
4. **Knowledge:** Thorough knowledge of Sierra Leone media, political, economic, social and educational structure, institutions, political parties and key figures in the mass media, their professions, military, government, labor, and business circles. A working knowledge of Public Diplomacy programs, media techniques, public relations techniques. Working knowledge of U.S. policy concerns.
5. **Skills:** Ability to interpret the needs of the PAO or the Mission as a whole for informational materials, coverage of news events, etc. Ability to adapt, translate, and write informational materials and correspondence in English Language. Ability to

utilize electronic audio visual equipment such as VTR or related equipments as required.

6. **Interpersonal Skill:** Ability to establish and maintain contacts in the media, Governmental, labor and business organizations. Must be able to use hand held radios and be able to communicate well to Supervisors.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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 applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Information (Media) Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-075

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service

member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 09, 2011

The US Mission in Freetown 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.