

# VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08-13

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** **Media Coordinator FSN-9; / Temporary position – replacement for maternity leave**

\*Ordinarily Resident: Position Grade: **FSN-9;**

\*Incumbent might be hired at developmental level **FSN-8,**

**OPENING DATE:** 08/21/2013

**CLOSING DATE:** 09/06/2013

**DESIRED STARTING DATE:** November 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): FSN 9 EUR 28,789 p.a.  
Developmental Level: FSN 8 EUR 22,382 p.a.

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

The U.S. Embassy in Bratislava is seeking an individual for the position of **Media Coordinator**. The position is temporary to replace an employee on maternity leave.

## **BASIC FUNCTION OF POSITION**

The incumbent serves as media coordinator in the Press Section. As such, he/she monitors the Slovak media (press, radio, internet, and television), develops contacts, and places US material. He/she arranges press conferences, speaker programs, preps senior Embassy personnel for media events, and coordinates media coverage of PA cultural activities. He/she responds to press queries and uses a sophisticated degree of judgment in determining the proper course of action for a query; whether to respond, pass the query to the Press Officer, or make a separate recommendation. He/she is responsible for monitoring, generating, and maintaining content on post's electronic and

new/social media platforms. He/she helps plan, coordinate, organize, and execute events such as conferences, workshops, and roundtables.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Andrea Rehtorikova/Monika Bilikova, ext. 3019, 3231.

## **QUALIFICATIONS REQUIRED**

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

**1. Education:** A university degree is required in journalism, communications, American Studies/English, international relations, political science, marketing, or a related field.

**2. Prior Work Experience:** Three to five years of active work experience in radio, television, and/or journalism, publishing, editing, event coordinating, public relations, or a related field.

**3. Language Proficiency:** List both English and host country language (s) proficiency requirements by level (II, II) and specialization (sp/read):

Level IV proficiency in written and spoken English is mandatory.

Level V fluent proficiency in written and spoken Slovak is required.

### **4. Job Knowledge:**

The incumbent must have a thorough understanding of the Slovak political environment and a thorough understanding of U.S. policy with respect to the Slovak Republic. Must understand the political sensitivities of both countries.

The incumbent must understand the American media – how it functions, and how it differs from the Slovak media – and must be thoroughly familiar with **print and online media, radio, and television in the Slovak Republic.**

The incumbent must have a thorough understanding of State Department regulations and procedures. He or she must know and understand the mission goals and objectives and be able to direct information activities and programs to meet these goals.

**5. Skills and Abilities:**

He/she must have highly effective interpersonal skills in order to deal productively with a wide range of contacts. Must have excellent organizational and supervisory skills and be able to work effectively under pressure of deadlines. Must have excellent writing skills for reports and program proposals.

**SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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, 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.
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 (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see Note 1 below for more information*); **plus**
4. Candidates who claim US 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.

**Note 1:** 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 (not mandatory)
- 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

### **SUBMIT APPLICATION TO**

**By mail:** Human Resources Office

U.S. Embassy, P.O. Box 309

814 99 Bratislava

**By e-mail:** HROBratislava@state.gov

### **POINT OF CONTACT**

**Telephone:** 02/5922 3019, Andrea Rechterikova

02/5922 3231, Monika Bilikova

### **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

4. **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).

**CLOSING DATE FOR THIS POSITION: 09/06/2013**

The US Mission in Bratislava 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.

**Approved: Ken Meyer, Management Officer**