



AMERICAN EMBASSY



Public Affairs Specialist – Maldives

The U.S. Mission in Colombo is seeking candidates for the Maldives based position of Public Affairs Specialist.

As our Public Affairs Specialist, you will be responsible for coordinating the Embassy's relations with Maldivian press; Compiling daily summaries of main press stories; Planning and implementing cultural programs; Assisting in coordinating U. S. Government exchange programs, and assisting with official visitors from the US Embassy in Colombo and the United States. Are you fluent in English & Dhivehi? (This will be tested). Do you have thorough knowledge of the media environment, cultural, political, and economic institutions and organizations in Maldives? Do you have good awareness of key non-governmental organizations in Maldives? Do you have the ability to work independently, organize, plan and arrange various outreach activities in Maldives? Are you proficient with Microsoft Office software suite with new media technologies? Then you are the person we're looking for!

Please send us your detailed CV along with a cover page containing the following questions and your responses:

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address, Day, Evening, and Cell phone numbers, 4. E-mail address, 5. Passport/Country Identification Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N, if 'Y' Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you completed Secondary School/High School (Y/N, if 'Y', Course Name, Institute, Starting & Ending Dates of the Course), 9. Do you have three years of media or program management experience? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), 10. Your current monthly take home salary?

Applications without the cover page may not be considered for this position.

If your answer is 'No' to questions 7, 8 and 9 your application will not be considered.

We offer a four and a half day work-week with options for flexi-hours.

Your take home monthly package will be Maldivian Rufiyaa 15,852 (Paid in USD)

Your application should reach us on or before September 7, 2012, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Public Affairs Specialist-Maldives" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

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