



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-12-10**

**OPEN TO** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.

**POSITION** Information Assistant

**OPENING DATE** Monday: April 09, 2012

**CLOSING DATE** Monday: April 23, 2012

**WORK HOURS** Full-time; 40 hour workweek

**GRADE/SALARY** FSN-8 /16,175.00 USD

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Information Assistant at the Public Affairs Section.

**BASIC FUNCTION OF POSITION**

Under the general supervision of the PAO and the direct supervision of the senior FSN-9 Media Assistant, the incumbent monitors, reports on analyzes Arabic and English language media in order to provide media summaries and analysis as well as briefings to the COM, DCM, PAO and other Embassy sections and USG agencies and officials. The position also engages in media outreach and particularly is responsible for the monitoring and developing content for the Embassy Facebook page and other new social media tools such as online blogs as well as interacting with media contacts via online forums. Incumbent also prepares media reaction cables and other news releases and actively seeks opportunities to promote USG objectives in local media via organizing news conferences, interviews and other press events for Embassy and USG principals. Job holder must have extensive contacts within the media world. The Media Assistant also can be called on to provide interpretation and translation in English - Arabic and vice versa.

**QUALIFICATIONS (REQUIRED)**

Applicants must meet **ALL** of the following criteria to be considered for employment

**1. Education:**

University degree (BA) in journalism, English, political science.

**2. Work Experience:**

One Year (1) of progressively responsible experience in communications/media.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English: Level IV (Fluent)  
Arabic: Level IV (Fluent)

#### **4. Skills and Abilities:**

- Must be able to operate standard Keyboard for data entry and IT Software.
- Ability to work independently with minimal supervision, skillfully, and smoothly under extreme pressure and tight deadlines and in high profile situations; to exercise initiative, creativity, and sound judgment; to analyze a broad array of media activity, political and social trends, and apply resources to meet mission goals.
- Ability to develop and maintain an extensive range of contacts in media and with embassy personnel in all sections who contribute to public affairs work and with contacts in Washington.
- Flexibility in adjusting to rapidly and unexpectedly changing priorities.  
Computer experience: word processing, Internet, email and new social media.  
Very important to be able to work as part of a team.

#### **SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

#### **TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.