



**US EMBASSY BANJUL  
DEPARTMENT OF STATE**

**JOB VACANCY ANNOUNCEMENT**

**PUBLIC DIPLOMACY ASSISTANT**

**GRADE – FSN 8**

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Public Diplomacy Assistant. This position works under the direct supervision of the Public Affairs Officer. Incumbent will mainly be responsible for writing and submitting grants, seeking grant opportunities and tracking grant budgets. Other duties include planning and organizing International Visitors Leadership Program activities, developing Fulbright opportunities, supporting American Chamber and American Corner, and other future Public Diplomacy initiatives. Incumbent will support PAO organized events and closely monitor related budgets.

**REQUIRED QUALIFICATIONS:**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

**Education:** University degree is required.

**Experience:** At least two years progressive experience of budgeting is required. Experience in grant application process and report writing. Extensive experience in events planning and implementation is also required.

**Knowledge:** Solid comprehension of budgeting regulations with vast knowledge of grant writing is required. Must have the ability to create and manage a professional database of all grant submissions.

**Language:** Level IV English ( Written & spoken) Fluency in one local language ( Wollof or Mandika) is required.

**Abilities/Skills:** Must be a team player with ability to show initiative and work under minimal supervision. Must have ability to resolve problems utilizing sound judgment and discretion. Must also possess the highest degree of tact, be able to meet tight deadlines with ability to plan 3-6 months ahead. Must have a sound knowledge of standardized regulations and the ability to study and understand Department of State guidelines and regulations .

### **TO APPLY:**

Interested candidates for this position should submit the following:

--Application for Employment (OF-612) - available at the Embassy or online:

[http://banjul.usembassy.gov/job\\_opportunities.html](http://banjul.usembassy.gov/job_opportunities.html)

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

Interested applicants should collect and submit a completed employment application form (OF-612) to the Embassy's Human Resources Office no later than Wednesday, October 7, 2010.

**Only short-listed candidates will be contacted for interview.**

*The American Embassy Banjul is an Equal Opportunity Employer (EEO).*