



# American Embassy

Subdivision 694/Stand 100,  
Kabulonga District, Ibex Hill Road  
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## INFORMATION ASSISTANT

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of Information Assistant in the Mission's Public Affairs Section.

### CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 9, with a salary ranging from ZK 126,085,897 to ZK 196,968,342 per annum. (FP equivalent final grade to be determined by Washington).

### MAJOR DUTIES & RESPONSIBILITIES

Incumbent has responsibility for news story placement, press coverage of significant events important to the Mission, and press interviews for visiting officials. Maintains daily contact with media owners, editors, journalists, and media law professionals who work in electronic, print and broadcasting. Works closely with the Public Affairs Officer and Deputy Public Affairs Officer in selecting electronic and print materials from USG agencies to share with the Zambian public. Incumbent drafts daily news reports for Washington and Mission audiences, and drafts news articles, press releases, opinion editorials, and reporting cables.

### REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- University degree in Journalism, Communication, Public Relations, Science, Environmental Science, Ecology, Science Education, Marketing, or Business is required.
- Four years professional work experience in journalism, broadcasting, editing, audio visual work, public relations, tourism, or marketing is required.
- Level IV (fluent) spoken, reading and written English and level III (good working knowledge) in at least two commonly used local languages is required.
- Sound understanding of current political and social environment in Zambia, and knowledge of host country media environment, media laws and Zambian governmental operations are required.
- Ability to synthesize information from different mission agencies and packaging news into appropriate media styles; analyze media trends to decide on best media for placement of U.S. general material such as opinion editorials and podcast is required.

### NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **May 25, 2011 (or until Filled)**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Ibex Hill road, P.O. Box 31617, Lusaka.

*Only short listed candidates will be contacted.*