

U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT
INFORMATION SPECIALIST
Announcement Number: 15-21

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: INFORMATION SPECIALIST

OPENING DATE: Tuesday, April 7, 2015

CLOSING DATE: Tuesday, April 21, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: DH 332,654 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)
(Position Grade: FSN-10)

*Not-Ordinarily Resident: \$50,883 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-05 following confirmation by Washington)

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

The U.S. Embassy in Rabat is seeking an individual for the position of Information Specialist.

BASIC FUNCTION OF POSITION:

The Information Specialist for print media and media programs supports the Information Officer (IO) and, through the IO, the Public Affairs Officer (PAO) with media programs and in-depth knowledge of all print and online media outlets, and serves as back-up for broadcast media. Under the direct supervision of the IO and the PAO in the Public Affairs Section (PAS), the Information Specialist is responsible for planning, developing, implementing, and administering sophisticated media programs and strategies of the press unit, in cooperation with Moroccan partner institutions and in accordance with Mission strategic priorities and objectives. She/he supports high-level visits and U.S. policy initiatives, advises on media development programming, and provides information on NGOs and professional associations relevant to PAS activities. She/he maintains unsupervised, direct contact with senior government, academic, business, and trade officials and decision-makers, as well as with an extensive network of journalists, editors, and publishers, to obtain coverage of and for the U.S. Mission in accordance with Mission goals. She/he utilizes sophisticated knowledge of U.S. foreign policy priorities and the Mission's goals in monitoring the Moroccan press, making astute selections from media outlets to translate into English for media reaction reporting and identifying relevant trends for in-depth analysis.

QUALIFICATIONS REQUIRED

NOTE: All applicants *must* meet all qualifications and provide supporting documentation for each criterion below.

Education: A university degree in journalism, communications, or a related field is required.

Experience: At least five years of experience in media relations, journalism, advertising, or public relations, with practical and demonstrable understanding of print media production is required, although specialized or advanced study and/or training in print or broadcast media journalism may substitute.

Language: Comprehension of Level IV spoken English, French, and Arabic (both Modern Standard and Moroccan Arabic) is required. Ability to speak Level IV English is required. Ability to speak Level IV French is required. Native fluency in Moroccan Arabic is required.

Knowledge:

- Thorough knowledge of U.S. society and its institutions is required, as well as the issues and concerns that affect all aspects of U.S.-Moroccan bilateral relations.
- Intimate working knowledge of Moroccan press and media organizations is required in order to advise senior Mission officers on activities and attitudes of concern to the U.S., recommend most appropriate outlets for specific target audiences and subjects, and handle and/or facilitate informed, accurate, and favorable coverage of U.S. activities and interests by Moroccan media.
- Nuanced understanding of the Moroccan media landscape is required, to advise the Information Officer and other Mission officers on media development and identify trends.
- Professional knowledge of all aspects of print media is required.
- Thorough understanding of the organizational and technical operations of Moroccan, regional/pan-Arab, and international media, allowing placements that effectively serve public diplomacy and Mission objectives, is required.

Skills and Abilities:

- Highly developed interpersonal skills are required to establish effective working relationships with a variety of highest-level contacts in the Moroccan Government, partner and media organizations, using these contacts to further the objectives of the Mission.
- The incumbent must be able to negotiate on procedures and logistics between American and Moroccan parties involved in media events and activities.
- The incumbent will be required to both monitor and write for the local media market and for USG audiences in a variety of forms, from press releases and social media posts to press guidance and draft questions and answers for interviews, using a range of technical and specialized vocabularies.
- Ability to translate written and spoken English into French and Arabic is required. Ability to translate written and spoken French and Arabic into grammatically accurate English is required.
- Computer skills are required.
- Incumbent must be able to monitor and engage over the Mission's social media platforms.
- The incumbent must be familiar with basic visual layout techniques and software.
- The incumbent must also have basic digital photography skills adequate to document Mission activities.

SELECTION PROCESS

When equally qualified, U.S. Citizen EFMs and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 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.
3. Currently employed U.S. 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.
4. 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.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment, DS-174 form.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 15-21
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. U.S. 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.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 U.S. Citizen.

4. 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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

The U.S. Mission in Morocco 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 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.