

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-113

OPEN TO: All Interested Candidates
POSITION: **Information Assistant**
(Social Media Coordinator/Webmaster)
GRADE: FSN-8; FP-06*
POSITION NO: N-72155
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: FSN-8, Rs.904,666 p.a. (Starting salary)
(Position Grade FSN-8)

OPENING DATE: July 21, 2011
CLOSING DATE: August 3, 2011

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

The U.S. Embassy in Islamabad is seeking an individual for the position of Information Assistant (Social Media Coordinator/Webmaster) in the Public Affairs Section.

BASIC FUNCTION OF POSITION:

Incumbent under the primary supervision of the Country Information Officer and Assistant Information Officer serves as social media coordinator/webmaster for U. S. Embassy Islamabad. Selects, drafts, edits, posts, and deletes English and Urdu content for each web page and social media sites to communicate most effectively to the public the Mission's policies, programs, and activities. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** University degree (16 years of education) in mass communications, journalism, American Studies, international relations, public relations, information science or technology, or related field is required.
2. **EXPERIENCE:** Three years progressively responsible experience in information technology, library sciences, media, or related field is required, this includes extensive experience with computer software applications, internet and web content management.
3. **LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and Urdu is required. This may be tested.
4. **KNOWLEDGE:** Excellent knowledge of internet and electronic communications issues, databases, webpage and graphic design, social media (including Face Book, Twitter, and You tube) and computer software applications is required. Excellent knowledge of the current state of information technology, public diplomacy programs, public affairs techniques, outreach activities and products is required. Good knowledge of host-country political processes, social structure, media, and government and academic institutions, U.S. society, and U.S. Government policy priorities is required. Familiarity with scanners, digital cameras, copiers and a range of printers is required.
5. **ABILITIES & SKILLS:** Incumbent must have an excellent service orientation and customer service attitude towards target audiences, outstanding interpersonal and cross-cultural skills. Ability to work on Home Page design software (Microsoft Front Page/Home site/CMS) is required. This may be tested. Ability to carry out reference searches and respond rapidly to complex requests, often for breaking news; to work effectively with American and foreign national staff; to independently plan, organize, and carry out assigned responsibilities using electronic based technologies, including Internet, CD-ROM, and print resources; to maintain target schedules and ensure timely

response to incoming requests is required. Must have an ability to use web 2.0 technologies and analyze audiences, cultivate effective online followings.

SELECTION PROCESS:

When equally qualified, 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 employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 3, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.