**Administrative Notice**

**Sanaa, Yemen**

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| **September 3, 2008** | **Number: 48/08** |

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| **Subject:** | Job Vacancy (Information Specialist) |
| **Distribution:** | **All FSN** |

**OPEN TO:** All Interested Candidates

**POSITION:** Information Specialist

**OPENING DATE:** September 3, 2008

**CLOSING DATE:** September 17, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** (1) FSN-10 (Trainee Level) US$ 14,877 Starting Salary

(2)FSN-11 (Full Performance Level) US$ 18,850 Starting Salary

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

The U.S. Embassy, Sana’a is seeking individual for the position of Information Specialist in the Public Diplomacy Section.

**BASIC FUNCTION OF POSITION**

The position is located in the Public Diplomacy Office, American Embassy, under the general supervision of the Public Affairs Officer (PAO) and Assistant Public Affairs Officer (A/PAO). Incumbent will serve as the senior FSN advisor and specialist to the Public Affairs Officer and the A/PAO in planning and implementing Embassy Sana’a information media and journalist programs and is the Mission’s primary source for information on Yemeni media trends.

**Major Duties and Responsibilities:**

* Monitors, analyzes, and reports on Yemeni media, focusing on treatment of the U.S. and on issues of particular interest to the Mission (i.e. economic reform, privatization, selected legislation, building democratic institutions, promoting civil society and an independent and responsible media, regional cooperation, combating corruption, campaign against terrorism), and sharing knowledge gained with interested team members.
* Provides PAO and A/PAO with regular media briefings. Drafts daily press summary and media reaction cables.
* Based on the profound knowledge of media professionals and specifics/orientation of media outlets, advises the PAO on the selection and placement of U.S. materials (Press/TV/Radio), organization of specific media events (press conference, interview, media round table, etc.) and media outreach activities for the best exposure of mission activities, promotion of U.S. policy goals, and clarification of ambiguities.
* Coordinates/Manages overall Embassy information and public relations effort, recommends public relation strategies, drafts or edits press releases, arranges press conferences, media round tables, interviews, photo labs, press briefings and other media events as necessary to promote U.S. interests, for Ambassadorial briefings and interviews, provides lists of submitted or anticipated questions and drafts suggested answers, consulting with the Washington press guidance.
* Tracks journalists, broadcasters, and editors to identify appropriate participants for interviews, meetings and exchanges, assists PAO/APAO to administer in-country journalist training workshops, conferences, professionals-in-residence and media speaker programs, including the selection of topics/audiences/venues, sending program requests to Washington, designing the program, managing the implementation and producing final evaluation reports.

**QUALIFICATIONS REQUIRED**

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

**Education:** University degree in the liberal arts, political science, economics, journalism, international relations is required. Specialized training in press and publication, analytical writing, management, or computers is required.

**Prior Work Experience:** From two to four years experience in communications media-related work as journalist, researcher, or writer required. Experience with Embassy information programs may be substituted for this work. One to two years reporting/writing/editing/producing for local newspapers or TV and some translation work is required.

**Language Proficiency:** Level IV (fluent) in written and spoken English. Very high degree of Arabic fluency is required.

**Knowledge:** Thorough knowledge of Department of State information procedures, programs and services. Thorough understanding of the principles and policy considerations behind Mission Program Plan (MPP) themes. Thorough knowledge of local media institutions and laws on media. Good knowledge of the principles behind the laws, policies, and economics governing U.S. media.

**SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) 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 employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment 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. The candidate must be able to obtain and hold a normal security clearance.

**TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

# 1. Application for U.S. Federal Employment (SF-171 or OF-612); or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office (or Management Office)

P.O.Box 22347

Sanaa-Yemen

E-Mail: [hrsanaa@state.gov](mailto:hrsanaa@state.gov)

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**CLOSING DATE FOR THIS POSITION: September 17, 2008**

#### The US Mission in the Republic of Yemen 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 also 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.

Approved: MO: PBlankenship

Cleared: PAO:RGliha

Drafted: HR:SIsrola