

JOB VACANCY ANNOUNCEMENT

USAID - ACCRA

Number : **AID 09 – 005** **July 23, 2009**

OPEN TO: **U.S. Citizen Appointment Eligible Family Members**

POSITION: **Event and Outreach Coordinator**

OPENING DATE: **July 24, 2009**

CLOSING DATE: **Until filled**

WORK HOURS: **Full Time: 40 hours/week**

SALARY: **Position Grade FP-5 (GS 10 equivalent)**

LENGTH OF SERVICE: **2 years**

BASIC FUNCTION OF POSITION

This position is located in the USAID/Ghana Program Office, Accra, Ghana. The Office consists of a US Direct Hire (USDH) Supervisory Program Officer, a USDH Project Development Officer, a US Personal Services Contractor (USPSC) Programs and Governance Specialist, a Foreign Service National (FSN) Development Specialist, a FSN Development Outreach Coordinator, a FSN Monitoring and Evaluation Specialist, a FSN Program Budget and Reporting Specialist, and a FSN Administrative Assistant. The Office is responsible for analysis, strategic planning, program budgeting, designing and monitoring development programs pursuant to USAID/Ghana's Strategy Statement.

The primary purpose of this position is to serve as the Event and Outreach Coordinator within the Office. The incumbent will help support and coordinate the visits of official travelers who are associated, directly or indirectly, with USAID/Ghana and help with organization of USAID/Ghana outreach activities

To obtain a copy of this vacancy announcement, and a detailed job description please log on to: http://ghana.usembassy.gov/job_opportunities.html

Interested individuals should submit cover letter and curriculum vitae with references to:

EVENT OUTREACH COORDINATOR

USAID/Ghana

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: acpersonnel@usaid.gov

POSITION DESCRIPTION
Event & Outreach Coordinator

- I. Position Title:** Event & Outreach Coordinator
- II. Organizational Location of Position:** USAID/Ghana Program Office
- III. Position Title of Direct Supervisor:** The Office Chief of the Program Office

IV. Introduction

The objective of this Statement of Work is to secure the services of one full-time Event and Outreach Coordinator to work in the Program Office of USAID/Ghana to help support and coordinate the visits of official travelers who are associated, directly or indirectly, with USAID/Ghana and help with organization of USAID/Ghana outreach activities.

Ghana, due to a confluence of factors, experiences a high number of official USG delegations. USAID officers in Ghana are increasingly called on to act as control and site officers for these visits. The delegation responsibilities require that substantial time and energy be spent on basic logistics and more substantive aspects of the visits, in addition to the officers' other programmatic duties.

The incumbent Event & Outreach Coordinator will be tasked with coordinating the logistics of the visits, including communicating with the incoming delegation, serving as or coordinating with control and site officers, managing logistical arrangements within Ghana, staffing control rooms, and preparing briefing and reporting materials before, during, and after the visits.

As visits are sporadic, the candidate will also be responsible for coordinating with the Development Outreach and Communications Coordinator to implement USAID/Ghana's outreach strategy. This will include providing assistance in drafting and creating new public information materials for placement in Ghanaian and US publications; drafting speeches for the Mission Director, Deputy Director, and others; and preparing success stories and regularly updating written briefing materials on the Mission's programs covering all strategic objectives.

V. Position Duties and Responsibilities

1. Outreach and Communication Activities (30%)
 - Prepares speeches for Mission Director, Deputy Mission Director, and others;
 - Prepares press releases;
 - Updates USAID/Ghana website;
 - Prepares success stories and quarterly newsletters; and
 - Prepares signing ceremonies for SOAG.
2. Site Coordination (30%)

- Coordinates with U.S. Embassy Public Affairs Section on proper procedures for preparing Ambassadorial trips when related to USAID/Ghana such as writing memos, scene setters, etc.;
- Makes plans for individual site visits;
- Manages site visits by coordinating visiting delegation needs/requests and local hosts needs/requests;
- Coordinates and arranges for any gift exchanges or donations as needed; and
- Coordinates any follow-up with visited sites as needed.

3. Briefing and Reporting Documentation (20%)

- Prepares briefing books for visiting delegation by developing and/or collecting itineraries, scene setters, bios, and background documentation;
- Produces briefing books and welcome folders; and
- Drafts or contributes to follow-on report writing including reporting cables.

4. Staffing (20%)

- Helps staff “control rooms” associated with the visiting delegation; and
- Accompanies, when necessary and possible, the technical teams and delegation on site visits. Staffing may require some evening, weekend, and over night work.

VI. Knowledge, Skills, and Abilities

A minimum of a bachelor’s degree and four years experience in development assistance, related USG work, and public relations work experience is required. An experience in journalism and marketing is desirable. A fluent level of English (Level IV) is required.

The following skills are required at minimum: excellent writing, outstanding organizational abilities, exceptional attention to detail, effective communication, and proficiency with the internet and Microsoft Office software applications. The following skills and abilities are also sought: Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues, and partners are required, as well as maturity, objectivity, resourcefulness, adaptability and sound professional judgment. The ability to establish and maintain professional and effective contacts with USG delegations, Government of Ghana representatives, and site visit officials is important. Security clearance is a plus; where absent, demonstrated ability to handle and manage sensitive information is desirable.

Education/Experience required for this position:

- College degree;
- Minimum four years working experience (preferably in public relations, marketing, or journalism);
- Fluency in written and spoken English;
- Demonstrated advanced writing skills;

- Excellent organization abilities and attention to detail;
- High-level and effective communication skills, especially under stress;
- Good knowledge of the internet and Microsoft programs (Word, Excel and Outlook); and
- Secret clearance is required for this position therefore previously held secret clearance is a plus.

VII. Level and purpose of contacts

The incumbent is required to coordinate, in an effective manner, with USG delegation members, other Mission offices and USG agencies, Government of Ghana officials, business owners, community leaders, and development partners in the course of coordinating and supporting delegations.

VIII. Supervisory Controls/Oversight over Others

He/She receives supervision from the USAID/Ghana Program Office Chief and from Control Officers assigned to delegations. In addition to oral and written instructions from his/her supervisor, the incumbent is guided by the USAID Automated Directives System, Mission Orders and USAID operating policies. Sound professional judgment is required in all aspects of the work.

IX. Budget

Market Value for this position is yet to be finalized. The funding needs will be jointly met by the participating SOs.

X. Selection Process

Only US Citizens Appointment Eligible Family Members (AEFMs) can apply for this position. Therefore, it is essential that the candidate address the required qualifications above in the application. A selection committee comprised of members of the USAID/Ghana Offices, Community Liaison Office representative will interview and rate candidates.

XI. Additional Selection Criteria

1. Current employees serving a probationary period at the U.S. Embassy are not eligible to apply;
2. Currently employed US Citizen Eligible Family Members who hold a Family Member Appointment with the Embassy are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

XII. Application Process

Interested applicants for this position must submit cover letter and curriculum vitae with references.