

# **JOB VACANCY ANNOUNCEMENT**

## **US EMBASSY, ACCRA**

**April 23, 2010**

**ANNOUNCEMENT # HR10-015**

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

**OPEN TO:** All Interested Candidates

**POSITION:** PEPFAR MEDIA SPECIALIST

**POSITION NO:** A70102

**OPENING DATE:** April 26, 2010

**CLOSING DATE:** May 10, 2010

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

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-4 is confirmed by Washington)

\*Ordinarily Resident: GH¢18,170 p.a. (Starting salary)  
(Position Grade: FSN-11)

**LENGTH OF HIRE:** Three year renewable

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

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of a **PEPFAR MEDIA SPECIALIST** in the Public Affairs Section of the Embassy.

### **BASIC FUNCTION OF POSITION**

The incumbent serves as the principal advisor and assistant to the Information Officer and Public Affairs Officer for planning and implementing a public information campaign related to the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). Liaises with five U.S. Government Agencies including the State Department, Department of Defense, Department of Health and Human Services/Centers for Disease Control (CDC), the United States Agency for International Development (USAID), and U.S. Peace Corps, to ensure that activities receive broad coverage in the Ghanaian and international media. Monitors host-country media and completes media reaction reports related to the PEPFAR program.

Strategizes directly with implementing partners within the USG and Government of Ghana, and suggests responses and programs designed to explain and promote PEPFAR activities, goals, and achievements. Create opportunities to inform the public of PEPFAR activities at the community level as well as establish and maintains contacts with highest-level media, government and NGO contacts. Coordinate activities in support of visits by Post and Washington-based VIPs, and acts as press site officer for all such events. Plans and coordinates press conferences and distribution of press materials. Incumbent also receives and evaluate media inquiries related to PEPFAR and responds to inquiries directly when possible, and if necessary refers inquiries to Information Officer or Public Affairs Officer. Compiles U.S. Government and Mission material for regular directed dissemination to select outlets of interest; and draft and edit material when appropriate.

## **QUALIFICATIONS REQUIRED**

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

1. University degree in Journalism, the liberal arts, social sciences, or a related field. Specialized training in press and publications and/or communications.
2. Four to six years of progressively increasing responsibility as a journalist, editor, or public relations specialist. Membership in professional associations such as the Institute for Public Relations and/or Ghana Journalists' Association.
3. Level four (fluent) Speaking/Writing/Reading English. Excellent drafting and proof reading skills.
4. Expert knowledge of Ghana's media, political, economic, social and educational environments, including key institutions and persons in business and government. Familiarity with U.S. development institutions and policies as related to health.
5. Ability to maintain the highest level contacts with Mission personnel and Ghanaian opinion leaders; ability to independently plan and execute media programs, information programs for broad focused audiences and good judgment in selection and presentation of Washington and post-generated products; excellent writing and editorial skills; and must be able to work with less supervision.

## **SELECTION PROCESS**

When equally qualified, U.S. 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 U.S. 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.

## **TO APPLY**

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

### **1. Optional Application for Federal Employment Form (SF-171 or OF-612); or**

2. A current résumé or curriculum vitae that provide the same information as an OF-612.
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.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

### **NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. **Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the [AccraHRO@state.gov](mailto:AccraHRO@state.gov) email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. [http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

### **SUBMIT APPLICATION TO:**

Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra

P.O. Box GP 194  
Cantonments – Accra

**POINT OF CONTACT:**

Telephone: 021-741000

Fax: 021-741389

E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:

[http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)

**DEFINITIONS**

1. **AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:**

--U.S. citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. 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.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: May 10, 2010**

*The U.S. Mission in Accra, Ghana, 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.*