



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Mission to the EU

Announcement Number: Brussels-2019-55

Position Title: Information/Press Assistant

Opening Period: March 29, 2019 – April 21, 2019

Series/Grade: LE-6105/08
FS-6105/06

Salary: LE: EUR 3,496 - EUR 4,620 gross/month
FS: USD 40,514 - USD 70,687 gross/per annum. Actual FS salary determined by Washington D.C.

For More Info: JAS Human Resources Office, Tri-Missions, Brussels

Who May Apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification/Public Trust and NATO clearance

Duration Appointment: LE: Definite Not to Exceed 1 year. Becomes indefinite after successful completion of one year
FS: Definite Not to Exceed 5 years. (FMA)
Definite Not to Exceed 1 year. (PSA)

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission to the EU in Brussels is seeking eligible and qualified applicants for the position of Information/Press Assistant.

The work schedule for this position is: Full Time (LE: 38 hours per week, FS: 40 hours per week)
Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency and NATO authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties:

Monitors media reporting and establishes relationships with the individuals covering those U.S.-EU issues through active personal contact and outreach. Plans and implements media events and briefings. Prepares regular early-morning electronic publications of media reporting. Advises and prepares the Ambassador and other senior officials for media engagements.

A. Explain U.S. Policy to journalists

Plans and implements press briefings and press conferences. Manages on-site and off-site press facilities, and responds to various administrative requests from the media. Engages members of the EU press corps to disseminate and clarify important U.S. Government messages with sensitivity to security, Privacy Act, and other legal requirements that may apply. Responds to press inquiries and takes steps to enhance understanding personally, or refers members of the press to Mission or Washington officials who may be able to provide additional expertise on the subject.

B. Monitors and reports on press coverage

Gathers information from a wide range of multi-lingual European media to prepare regular early-morning electronic publications with media reporting on various transatlantic and sectoral issues affecting U.S. interests. Produces in-depth media reports and analyses reports as tasked, including tracking of media coverage and public opinion polls on key U.S.-EU issues and online media platforms. Updates database for press activities and media results, along with other relevant internal databases and documents.

C. Outreach and media relations

Advises the Ambassador, Mission officials, and visitors regarding engagement with the media. Participates in preparatory meetings for public engagement by senior officials. Identifies and forwards relevant guidance, speeches, statements and official texts to help Mission officers to respond appropriately to queries from their official contacts and the media. Highlights media issues which may require immediate attention from the Ambassador or Washington, and drafts guidance and talking points as necessary.

Qualifications and Evaluations

Education: University level background in liberal arts, political science, international relations, public relations, journalism, communications, or a related field.

Requirements:

EXPERIENCE: Minimum two years of experience with EU-related institutions, think tanks, or non-governmental organizations; as a journalist covering EU issues; or in a public affairs office dedicated to EU issues.

JOB KNOWLEDGE: A solid knowledge of current policy issues in the U.S.-EU relationship and a wide variety of communications strategies, techniques, and dissemination methods. Must quickly become familiar with Department of State guidelines, regulations, policies and procedures applicable to public affairs initiatives. Must be able to take initiative and work independently and under pressure. Must know the European media scene in Brussels and the relevant online media environment. Must keep updated on U.S. societal and political developments and their impact on the work of the Mission.

Evaluations:

LANGUAGE: Level 4 (fluent) Speaking/Reading/Writing of English and French is required.

SKILLS AND ABILITIES: Skill in written communication to draft complex documents for use by senior officials. Ability to develop and sustain productive working relationships. Strong organizational skills, the ability to work independently, to handle multiple tasks simultaneously, to set priorities, and to produce a large volume of work accurately and occasionally under pressure. Needs flexibility and team spirit, to be able to work with often changing schedules and sometimes conflicting priorities in a large Mission. Must stay abreast of breaking news and issues affecting the U.S.-EU relationship in a complex global environment. Must be able to make sound recommendations to management that result in effectively promoting U.D. policies to those with opposing point of views. Understanding of online media environment important.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification/Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the “Apply Now” button at the Mission’s internet site:
<https://be.usembassy.gov/embassy/jobs/>.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)(for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.