



VACANCY ANNOUNCEMENT

FY17-31

Issued by the JAS Human Resources Office - Tri-Missions, Brussels

The Public Affairs Office of the U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of

INFORMATION RESOURCE CENTER ASSISTANT

- Open to:** All interested applicants/All sources
[Click here to see the list of definitions](#)
- Position:** Information Resource Center Assistant, FSN-8/FP-06
- Opening Date:** March 1, 2018
- Closing Date:** March 14, 2018
- Work Hours:** Full-time
- Salary Range:** Ordinarily residents (FSN-8): EURO 3,428 – 4,530 gross/month
Non-ordinarily residents (EFMs) (FP-06*): USD 39,954 – 69,271 gross/p.a.
*Final grade/step for NORs will be determined by Washington

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

MAIN DUTIES AND RESPONSIBILITIES

Promotes awareness of American policies and positions in contemporary affairs through a variety of innovative outreach programs. Duties include but are not limited to:

Planning and Implementation of Programs

Understands U.S. government policy priorities in Belgium and proposes programs that transmit the message effectively. Under the guidance of the Public Affairs Officer (PAO), and in collaboration with other Embassy Public Diplomacy (PD) colleagues, creates and carries out the programs, to include contributing to the outreach strategy, creating the delivery, following up, and reporting.

Proposes program ideas to the Ambassador and the Deputy Chief of Mission, and once approved, has full responsibility for managing those events.

Management of programs includes: devising the original plan, developing content, identifying and supervising all elements of the production, overseeing the final execution of the program.

Outreach

Administers the Embassy Speaker Program: identifies suitable speakers and venues, coordinates logistics of program, and makes presentations on information resources relevant to the topics discussed by the speaker.

Maintains and contributes to Embassy social media. This includes monitoring the product, using judgment to contribute cleared policy-relevant content, and using interpersonal skills to engage audience members in a dialogue via social media.

Monitors developments in information technology and social media in the U.S. and the host country, evaluates their relevance to the PD program, and recommends cost-effective strategies for their use.

Research and Reference

As needed to support colleagues, conducts specialized, in-depth research that supports the business requirements of embassy officials, their staff, and contacts; carries out customized reference and research to respond to complex inquiries from target audience on issues relating to all aspects of interest in the U.S., and especially its policies and their impact on contemporary affairs. Evaluates, interprets, and synthesizes information from specialized sources, print, Web, and multi-media, providing value-added feedback and counsel to the Mission. Maintains expert-level knowledge of a diverse range of new electronic and print information resources.

Keeps informed of all important policy developments and assures that all information provided is the most up-to-date and authoritative available within a dynamic environment.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: University degree in information science, political science, communications/journalism, international affairs, or liberal arts.

2. Experience: Minimum one year of experience in related fields.

3. Language Requirements: Speaking, reading, and writing: fluency (level IV) in English, French, and Dutch.

4. Job Knowledge: Good knowledge of U.S. reference and resource materials in the subject areas emphasized in the Post's Mission Strategic Plan. In-depth knowledge of the EU, NATO, Belgium, and U.S. foreign affairs policies, legislative and other domestic issues relevant to Mission Strategic Plan. Must be able to quickly obtain a detailed understanding of the workings of the embassy and other agencies represented at post.

5. Skills and Abilities: Ability to interpret host country related context into U.S. related context and vice-versa. Ability to respond rapidly and efficiently to complicated requests from high-level target audience members that require comprehensive, in-depth research. Ability to exercise independent judgment in the selection of information to be matched to target audiences' needs. Ability to carry out reference searches and respond rapidly to complex requests, often tied to breaking news; to work effectively with high-level staffs; to independently plan, organize, and carry out assigned responsibilities using electronic-based technologies; to maintain contact with target audience members in person and via social media. Excellent written and oral communication skills. Ability to prioritize work schedule and incoming requests.

SELECTION PROCESS

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive but Unclassified (SBU) security clearance.
5. Candidates who are EFMs, USEFMs, AEFMS, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

PREFERRED OPTION:

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.

PLUS

Eligible Family Member candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

WHERE TO APPLY:

<https://be.usembassy.gov/embassy/jobs>

CLOSING DATE OF THIS POSITION: March 14, 2018

The three U.S. Missions in Belgium provide 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 (EEO) 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.