



VACANCY ANNOUNCEMENT

FY17-61

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

The U.S.-European Media Hub of the U.S. Mission to the EU is seeking eligible and qualified applicants for the position of

INFORMATION SPECIALIST – RUSSIAN LANGUAGE MEDIA

Open to:	All Interested Applicants Click here to see the list of definitions
Position:	Information Specialist, FSN-10/FP-05
Opening Date:	August 10, 2017
Closing Date:	September 10, 2017
Work Hours:	Full-time
Salary Range:	Ordinarily resident (OR): (FSN-10): EURO 4,466 – 5,902 gross/month Not-Ordinarily resident (NOR): FP-05* – USD 44,693 – 77,486 gross/p.a. *Final grade/step for NORs will be determined by Washington

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

MAIN DUTIES AND RESPONSIBILITIES

The Russian-language media specialist supports the Department of State's broader efforts to communicate authoritative, accurate, and timely U.S. policy information to Russian-language media throughout Europe and Central Asia. This position develops and maintains long-term knowledge of Russian-language media and contacts. Using those contacts and relying on his/her in-depth knowledge of the media landscape, he/she advises the U.S.-European Media Hub, U.S. Embassies and Consulates, and senior officials in Washington on strategies, programs, and tools for conveying U.S. foreign policy messages to Russophone media. He/she facilitates media engagement with Russian-language media outlets for the Department's Russian-language spokesperson and other senior officials. Develops and engages in intensive media coaching and preparation sessions for the Russian-language Spokesperson in advance of Russian language interviews, including the translation of appropriate talking points and press guidance. He/she oversees the development of content for the Department's Russian-language social media platforms, developing strategies for digital engagement in Russian. He/she monitors, analyzes, and identifies trends in Russian-language media and tracks Russian government narratives in European media coverage. He/she performs translation, interpretation, and transcription of Russian/English U.S. government material as requested.

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 AND EXPERIENCE:** Master's degree in journalism, political science, international relations, public affairs, or related fields with minimum five years' experience in professional positions

dealing with Russian-language media, regional political and economic issues, or other foreign affairs-related fields,

OR Bachelor's degree in journalism, political science, international relations, public affairs, or related fields with minimum seven years' experience in professional positions dealing with Russian-language media, regional political and economic issues, or other foreign affairs-related fields.

2. **LANGUAGE:** Speaking, reading, and writing: Level IV (fluency) in English and Russian.
3. **SKILLS AND ABILITIES:** Extensive knowledge of economic, political, and social institutions of the Russian-speaking world. Must be an expert in the Russian-language media markets and have extensive familiarity with media issues in Russophone countries. Ability to develop high-level contacts in Russian-language media outlets around the world. .
4. **JOB KNOWLEDGE:** Recognized expertise in media relations and the ability to develop and nurture effective contacts at all levels; interpersonal skills to work with a range of contacts, both in Russophone media and within the U.S. government; ability to explain and promote U.S. foreign policies in an appropriate manner and advise senior U.S. Government officials on the best approaches for explaining U.S. policy to Russian-speaking audiences; ability to analyze and interpret media and public opinion in order to advise on the most effective way to communicate with Russophone audiences; ability to communicate effectively both verbally and in writing to interpret and explain political, social, cultural, and economic issues of importance to European and Central Asian populations; expertise in effective social media practices; operational proficiency with digital platforms.

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: SEPTEMBER 10, 2017

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.