



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Mission to NATO

Announcement Number: Brussels-2019-46

Position Title: Information Assistant

Opening Period: February 27, 2019 – March 17, 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
Successful applicants must obtain a NATO clearance, therefore need to be citizens of NATO member states

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 in Brussels is seeking eligible and qualified applicants for the position of Information 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: The Information Assistant supports public affairs initiatives and events, including press briefings, interviews, media operations during NATO ministerials and summits and other high-level visits, and media tours. Stays current on US and NATO talking points and public statements on various political-military issues. Compiles morning news summaries and breaking news spot reports for the Mission and broader interagency community. Drafts media monitoring reports and analyses and evaluates success of USNATO press engagements. Contributes to communications strategies for the overall Mission and specific large events, such as ministerials and summits. Maintains relations with the NATO press corps and visiting U.S. media and manages press contacts database. Supports Mission social media engagement.

Qualifications and Evaluations

Education: Bachelor's degree or equivalent university level education in humanities, history, political science, international relations, communications, or journalism.

Requirements:

EXPERIENCE: Minimum two years working in the field of public affairs, communications, journalism, or mass media communications with NATO-related institutions, think tanks, or dealing with US or foreign affairs.

JOB KNOWLEDGE: Must have the personal qualities and professional ability to develop access to and maintain good relations with a wide range of NATO-related institutional contacts and NATO-accredited journalists. Must be familiar with major issues of U.S.-NATO relations and anticipate NATO correspondents' needs. Must know NATO organizational structure. Must know USG agencies and offices dealing with NATO issues, to be able to direct reporters as needed for follow-up.

Evaluations:

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

SKILLS AND ABILITIES: Strong judgment and professional experience in generating communication strategies and managing press relations. Strong organizational skills, ability to work independently, to set priorities, and to produce a large volume of work accurately and occasionally under pressure. Tact and professional ability to develop access to and maintain good relations with a wide range of NATO-related institutional contacts and the media. Must stay abreast of breaking news and issues affecting the U.S.-NATO relationship in a complex global environment. Ability to make sound recommendations to management that result in effectively promoting U.S. policies. Computer skills are required, including expertise in Microsoft office and other software products.

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 and NATO 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.