



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Announcement Number:	Bujumbura-2020-15
Position Title:	Information Assistant
Opening Date:	July 20, 2020
Closing Date:	August 03, 2020 at 16:00
Series/Grade:	Resident (OR): FSN-9 Not-Ordinarily Resident (NOR): FP-6 <i>*Final grade/step for NORs will be determined by Washington.</i>
For More Info:	Mailing Address: Human Resources Office Embassy of the United States Avenue des Etats-Unis B.P 1720 Bujumbura Note: Closing time for submission of physical applications at the Embassy is 16:00 (Monday to Thursday) and 11:00 on Friday. E-mail Address: BujumburaJobs@state.gov Or visit our website at https://bi.usembassy.gov/embassy/jobs/ and/or contact the Human Resources Office at 22 20 70 24.
Who May Apply:	All eligible candidates – All sources
Security Clearance Required:	Local Security Certification
Duration Appointment:	Indefinite, subject to successful completion of probationary period

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

Summary: The U.S. Mission in Bujumbura, Burundi is seeking eligible and qualified applicants for the position of **Information Assistant**

The work schedule for this position is Full Time (40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

DUTIES:

Reporting to the PAO, this position serves as the Embassy's primary liaison with Burundian media. The incumbent assists in identifying important opportunities and planning for outreach programs, develops and maintains contacts with local media and journalists, and advises the PAO and Front Office on press matters. This individual also plans and coordinates interviews, press conferences, signing ceremonies, and other events that require media coverage. The Information Assistant is responsible for monitoring, analyzing, and reporting local news broadcasts in English, French, and Kirundi and keeps the PAO and Front Office up to date on breaking news in the country. This position maintains the embassy's Facebook page and external website (in coordination with the CMS team in Washington), translates speeches and press releases, and assists the PAO with other duties, as necessary.

QUALIFICATIONS AND EVALUATIONS:

EDUCATION: A university degree in Journalism, Communications, International Relations, Political Science, or Economics required.

REQUIREMENTS:

EXPERIENCE: A minimum of four years of progressively responsible experience in a media outlet, think tank, university, NGO, international organization, foreign embassy, government office or corporation is required, with responsibility for public relations, public affairs, journalism, communications, marketing, managing public relations, outreach events, press conferences, and other media interactions as significant parts of the job.

JOB KNOWLEDGE: A thorough knowledge of local mass media and press operations required. Good knowledge of computer software applications such as Microsoft Word, Excel and Outlook required.

EVALUATIONS:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing English is required. Level 4 (Fluent) Speaking/Reading/Writing French is required. Level III Kirundi is required

SKILLS AND ABILITIES: Incumbent must possess interpersonal and communication skills. Must have good computer skills and programs such as Excel, Word, PowerPoint with basic typing skills of 40+WPM. Must have good research skills.

Qualifications: All applicants may be tested on any requirements listed above. All applicants under consideration will be required to pass medical and security certifications. All candidates must be able to obtain and hold a Local Security Certification.

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), and third-country nationals (TCNs), working at the U.S. Mission in Bujumbura, Burundi, may receive a compensation package that may include health, separation, and other benefits.

For EFM's, benefits should be discussed with the Human Resources Office.
The pay plan is assigned at the 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. Applicants must submit a Universal Application for Employment (DS-174) which is available at Bujumbura US Embassy website.

- *For physical applications: Please indicate your name and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application in the HR Office.*
- *In the event of application through BujumburaJobs@state.gov : please indicate the position title for which you are applying in the subject line of your email.*

Required Documents: Please provide the following required documentation with your application:

- DS-174
- Work Permit (For non-Burundian)
- Passport copy
- Elementary school certificate
- List of references

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 Bujumbura, Burundi.