

<b>ANNOUNCEMENT NUMBER: 09-20</b>
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**OPEN TO:** All Interested Candidates  
**POSITION:** Information Specialist, FSN-10; FP-5  
**OPENING DATE:** August 26, 2009  
**CLOSING DATE:** Close of business September 9, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**GRADE LEVEL:** \*Not-Ordinarily Resident: Position Grade: FP-5 to be confirmed by Washington  
\*Ordinarily Resident: Position Grade: FSN-10

**NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Damascus is seeking an individual for the position of Information Specialist in the Public Diplomacy/Press Section.

**BASIC FUNCTION OF POSITION**

Under the supervision of the Information Officer (IO), the incumbent oversees Press Office operations; manages U.S. Speaker Programs related to foreign policy and journalism; organizes press conferences for the Chief of Mission and other U.S. officials, including VIP visitors; and promotes the placement of Department and Mission-produced texts. The incumbent maintains day-to-day relations with journalists, senior editors, media directors, and relevant Syrian government officials. The incumbent advises the IO and PAO on public statements, drafts special media reports, and produces a daily press summary for Department and Mission consumption.

**QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**EDUCATION:** B.A. in mass communications, political science, journalism, international relations, or a related liberal arts field is required.

**EXPERIENCE:** 5-7 years experience in a press office, information office of a ministry or international organization, or corporate public relations or advertising office is required.

**LANGUAGE:** Level V Professional Translator/Interpreter or Equivalent Arabic:  
This level is essentially limited to professional translators and interpreters whose proficiency in written and spoken Arabic truly matches that of a well educated native speaker. This includes the ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may at times assume

major importance in negotiations. At this level an employee should be capable of simultaneous translation, as in the case of conference reporting.

Level IV Fluent English: At this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate from Arabic into precise and correct English, and from English into Arabic. On occasion, an employee at this level may be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.

ABILITIES & SKILLS: Full computer literacy including Word, MS Exchange, and Internet searches. Adequate typing skills in both Arabic and English. Rapid research skills. Ability to develop and maintain high level contacts. Ability to analyze, plan, and execute every type of media event, including live press conferences and Digital Video Conferences.

## **SELECTION PROCESS**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application. After initial screening the best-qualified candidates will be interviewed.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen Eligible Family Members (EFMs) who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Non-Ordinary Residents (NORs) hired under a Personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When actually Employed (WAE) work schedule.

## **TO APPLY**

**Interested applicants for this position should submit the following otherwise the application will not be considered:**

1. **Application for Federal Employment (OF-612); or**
2. **A current resume or curriculum vitae that provides the same information as an OF-612; plus**
3. **Candidates who claim U.S. Veterans preference must provide a copy of their FORM DD-214 with their application.**
4. **Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.**

**THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION, OTHERWISE APPLICATION WILL NOT BE CONSIDERED:**

- **Insert Vacancy No. in your application.**
- **Application or resume**
- **A copy of the Syrian ID card or legal residency & work permit.**
- **A copy of school/university certificate.**
- **Proof of previous work experience(s) required.**

**Only applications received in the Human Resources Office before the closing date will be eligible for consideration.**

**Applications which are inadequate or incomplete will not be considered.**

**Application and C.V. will become the property of the Embassy and will not be returned.**

**SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Damascus  
2, Al-Mansour Street  
P.O. Box 29  
Damascus – Syria  
Fax No. (963-11) 3391-4144

**DEFINITIONS**

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Damascus 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. The Department of State also strives to achieve equal employment opportunity 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.