

SOLICITATION No. 663-S-14-005
U.S. Resident Hire USPSC
English Language Writer/Editor & Outreach Communications Advisor
USAID Addis Ababa, Ethiopia

1. SOLICITATION NUMBER: 663-S-14-007
2. ISSUANCE DATE: July 9, 2014
3. CLOSING DATE/TIME August 8, 2014
4. POSITION TITLE: English Language Writer/Editor & Outreach Comm. Advisor
5. MARKET VALUE The market value for this PSC is equivalent to a GS-11 level. Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
6. PERIOD OF PERFORMANCE: The PSC Contract will be for two years, with the possibility of an annual extension. No PSC contract may exceed a five year period of performance.
7. PLACE OF PERFORMANCE: Addis Ababa, Ethiopia
8. DIRECT SUPERVISOR: Office Chief
9. SECURITY ACCESS: Employment Authorization only
10. AREA OF CONSIDERATION: U.S. Citizens (as further defined in foot note no. 1 below¹) with a hiring consideration for eligible family members and U.S. staff adult family dependents under Chief of Mission authority.

¹ Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. Government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. Government agency; or (B) under any U.S. Government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

11. JOB DESCRIPTION:

A. PURPOSE

USAID Ethiopia is seeking the services of an English language professional writer/editor and outreach/communications advisor. The position requires an independent, self-motivated individual who can synthesize technical information from a variety of sources into easily understandable English language written and visual, products, as well as coordinate a variety of public events and visits. The ideal candidate is a writer with a proven track record in developing complex materials and documents in health or health-related areas, and in the field of public relations or in international development. S/he will need to be able to link organizational guidance and directives to program goals and objectives as well as synthesize program outcomes into briefing documents for internal and public use.

The scope of work includes developing materials for USAID mission's various reporting documents including the Country Operational Plan (OP) in the Health Office, the Ethiopia President's Emergency Plan for AIDS Relief (PEPFAR) Country Operational Plan (COP) and the PMI Malaria Operational Plan (MOP) as well as routine annual and semi-annual planning and reporting documents, and other related documents and strategies. These documents originate from a wide variety of sources, requiring the individual to assemble a vast amount of material and data into "single voice" documents. In addition, the candidate will assist HAPN team members by editing and preparing letters, memorandum, taskers and other required communication documents as necessary. Qualified candidates must be able to produce superior work under short timelines as rapid turnaround of significant amounts of writing will be required.

The scope of work also includes updating and developing materials for public outreach and communication including coordination of a variety of public events and visits. The ideal candidate will collaborate closely with HAPN technical units, the USAID Senior Development, Outreach and Communications (DOC) Officer and the U.S. Embassy's Public Affairs Section (PAS) to produce and disseminate information about HAPN's activities for Ethiopian and American consumption to educate and promote a better understanding of USAID/HAPN programs, including, but not limited to, fact sheets/briefs, press releases, speeches and talking points.

12. DUTIES AND RESPONSIBILITIES:

B. MAJOR DUTIES & RESPONSIBILITIES OF THE POSITION:

The major duties and responsibilities inherent in the position include:

English Language Writer/Editor Activities (25%)

1. Work with a multi-disciplinary team of USAID specialists to develop the USAID sections of the PEPFAR COP, PMI MOP and OP.
2. Draft and edit the USAID-produced sections of the COP, HAPN sections of the OP and the MOP.
3. Ensure all communication products are aligned with USAID guidance, earmarks and technical considerations.

4. Analyze and revise communication products for coherency, consistency, completeness and clarity.
5. Revise/edit routine annual and semi-annual planning and reporting documents
6. Write/edit other documents and strategies as needed including taskers.
7. Assist HAPN team members by editing and preparing letters, memorandum, and other required communication documents.

Development Outreach and Communications Activities (50%)

1. Serve as HAPN's Outreach and Communications unit team lead.
2. Coordinate with Embassy PAS, USAID, other U.S. Government agencies and USAID implementing partners to achieve maximum exposure and understanding of HAPN efforts and initiatives in Ethiopia.
3. Update or develop technical briefers, fact sheets and other communication documents.
4. Work with the mission HAPN team members, implementing partners and the Senior DOC Officer to develop program success stories.
5. Work with HAPN team leads to produce PowerPoint presentations to report on programs to a wide variety of internal and external audiences.
6. Work with HAPN management and the USAID Senior DOC Officer to create and update the HAPN section of the USAID Ethiopia website.
7. Work with the Ministry of Health and other GOE health offices on public outreach and communications technical working groups.

Event, VIP and Site Visit Coordination (25%)

1. Organize and coordinate HAPN-related press events in conjunction with PAS, and under the supervision of the Senior DOC Officer.
2. Work closely with the HAPN technical leads and HAPN management, Senior DOC and implementing partners, to organize and coordinate events for HAPN projects.
3. Write press releases, speeches, and talking points; organize background briefings for media; compile and disseminate press packets; deal with protocol issues, site selection, staging, and logistical issues; identify and schedule speakers; liaise with U.S. and local government officials; and provide on-site coordination of media.
4. Organize and manage site visits by official visitors from the U.S. Embassy, USAID/Washington, Congress, and other U.S. Government agencies or entities related to GHI and other portfolios as needed.
5. Coordinate VIP site visits as necessary.
6. Lead the preparation of briefing materials, scene setters, and other information products and processes to support these visits.

C. MINIMUM QUALIFICATIONS REQUIREMENTS

1. EDUCATION: At least a Bachelor's Degree with significant coursework in relevant fields. Relevant fields include – but are not limited to – journalism, communications, international relations, international development, development studies, social science, education or public health. Education in public health topics a plus.

2. WORK EXPERIENCE: At least five years of progressively responsible experience in public health programming and/or some combination of journalism, public relations, communication, outreach, and English language writing/editing, plus strong organizational skills to work collaboratively with a multi-disciplinary team. Prior experience with USAID is preferred.

3. KNOWLEDGE, SKILLS, AND ABILITIES: Public health programming in a development setting and USAID/U.S. Government development initiatives strongly preferred. Prior experience with USAID preferred, but not necessary. Applicant must be proficient in computer desktop publishing and able to execute all computer applications (spreadsheets, graphics, charts, tables, etc.) needed to complete the final documents.

D. Selection Criteria: Applicants meeting the basic requirements will be evaluated based on information presented in the application, an interview process and reference checks as necessary. All applicants must address each qualification detailed above with specific and comprehensive information supporting each item. These qualifications, which serve as the selection criteria, will be evaluated based on the following points below.

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|-----------------------|-------------------|
| 1. Education | 10 points |
| 2. Work Experience | 40 points |
| 3. Skills and Ability | 50 Points |
| Maximum Points | 100 Points |

E. APPLYING: All applicants must complete the [Universal Application for Employment \(DS-174\)](#).

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration.**

Application should be submitted to:

Points of Contact

Fekadu Tamirate

HR Specialist

USAID Ethiopia

Email: Ftamirate@usaid.gov and/or AddisHR@usaid.gov

Late applications will not be considered.