



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitation open to:** All Interested Afghan Nationals  
**Position Title:** Information Assistant (Audio-Visual)  
**Type of vacancy:** Single Position  
**Opening date:** December 03, 2013  
**Closing date:** December 17, 2013  
**Vacancy announcement #:** USAID/306/14/19/DIR  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-07

USAID/Afghanistan is seeking individual for the position of Information Assistant (Audio-Visual) in Development Outreach and Communications Section (DOC) DIR Office.

## **BASIC FUNCTION OF THE POSITION:**

Under the general supervision of the head of the DOC office, the Mission Photographer / Videographer works closely with the Office of Director and USAID technical offices to ensure proper coverage of significant USAID project events and activities, including but not limited to press conferences, media tours, project openings, and site visits. Performs other duties as assigned, most notably assisting with event management, media liaison and translation, as necessary.

## **Videography /Photography:**

Responsible for the day-to-day photographic work for USAID/Afghanistan. Duties include all photography related requests such as shooting, editing, distributing, printing and archiving of images for USAID, plus all videography requests including the production of photo documentaries and short multimedia documentaries to be used for media outreach for the Mission and USAID/Washington.

The incumbent performs all aspects of multimedia production by planning, developing and producing media productions and programs, applying USAID's objectives into production ideas; determining format, approach and content which will be effective within departmental guidelines.

Operates complex media production equipment and computer-editing applications, digital image and copy productions such as camera, audiotape, videotape, films and slides. Maintains equipment in good working order and arranges for possible repair.

- a) Media outreach: Approved photo documentaries and short multimedia documentaries are generated by the incumbent and made available to public media sources including USG agencies and local and international media. Documentaries present a wide range of development topics including but not limited to business and agricultural development, school/literacy programs, health programs and other developmental programs in the interest of USAID and the United States Government.
- b) Creating USAID presence in New Media: Develops short documentaries for presence in "New Media" such as YouTube, representing the positive impact of the USG programs in Afghanistan. Uses images-short documentaries as part of outreach to local and international audiences. Such documentaries may include being voiced over or subtitled in English, Dari, Farsi and Pashto.
- c) Historical Archive: Responsible for establishing and maintaining an historic archive of all documentaries which may be submitted to USAID archive centers for future reference.

Responsible for the management of USAID/Afghanistan YouTube Channel and video archive on the mission website.

- d) Training staff: Assists the Senior DOC Officer by directing staff members, as assigned, to operate, set up, transport or maintain equipment. Advises and shares knowledge related to photography, video and multi-media production.

### **Secondary duties and responsibilities:**

Together with USAID technical staff, coordinates select USAID press events, including but not limited to press conferences, media tours, project openings, interviews and roundtable discussions. As required, travels throughout Afghanistan with USAID officials, other Mission elements and official visitors. Organizes and manages the press at these events, including site preparation and staging so that journalists and photographers will be able to get the information they need to report accurately on USAID projects. Manages/Assists with site development for media events and press kits. Facilitates media at events. Is an expert on local media, including media personalities and advises on the local media environment and suggests opportunities to encourage maximum positive coverage.

### **Contact Development:**

In order to best fulfill the objectives of the DOC office, it is essential that all members of the team establish and maintain an extensive range of high and working level contacts with the broadcast media community in Afghanistan, and with government officials, press advisors of all ministries and major institutions, producers, performers, editors and commentators. Maintains sufficient daily contacts with these individuals to facilitate fair coverage of USAID activities and projects. Establishes and maintains positive relationships with working level journalists and photo journalists assigned to cover USAID project activities.

### **Translation/Interpretation:**

Assists section interpreters/translators with their daily duties, as available. Provides interpretation at events, if needed.

### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Completion of college or technical education in cinematography, theatrical arts, videography, communications, journalism, liberal arts, social sciences, translation, or a related area is required.

**Experience:** A minimum of one year work experience or clearly demonstrated ability in photography and video production and editing with a good understanding of broadcasting, media relations, advertising or public relations with practical and demonstrable understanding of broadcast media is required.

**Language:** Level III (good working knowledge) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashtu is required.

**Knowledge, Abilities and Skills:** Competency in MS Office suite, final Cut Pro X, iMovie, Pages (Mac), Adobe Photoshop, Adobe Premier, and Adobe Audition. Professional knowledge of all aspects of broadcast production and expertise in wide range of audiovisual equipment is needed. In-depth knowledge of Afghan broadcast media organizations and of international media organizations operating in the local environment; a good understanding of broadcasting, media relations, advertising, or public relations with practical and demonstrable understanding of broadcast media is required. Strong interpersonal skills to enable communication and teamwork. Professional-level broadcast media production skills. Strong written skills. Ability to type and use computers and e-mail.

### **HOW TO APPLY**

Applicants are required to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Information Assistant (Audio-Visual) (DIR1419)**

**ANY/ALL application submissions after the closing date of December 17, 2013 will not be considered.**

**REQUIRED DOCUMENTS:**

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Universal Application for Employment ( UAE) as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> **and/or**
- 3. A current resume or curriculum vitae that provides the same information found on the UAE;**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.**

**Note:**

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Women are encouraged to apply.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**