



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitation open to:** All Interested Afghan Nationals  
**Position Title:** Information Specialist (Media Liaison)  
**Type of vacancy:** Single Position  
**Opening date:** December 18, 2013  
**Closing date:** January 02, 2014  
**Vacancy announcement #:** USAID/306/14/26/DIR  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-10

USAID/Afghanistan is seeking individual for the position of Information Specialist (Media Liaison) in Development Outreach and Communications Section (DOC) Office.

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

The Information Specialist (Media Liaison) reports directly to the USAID/Afghanistan Deputy Development, Outreach and Communications (DOC) Officer and through him/her to the Senior DOC Officer. S/he Produces and disseminates information about Mission activities to inform the general public and build support for USAID programs. S/he acts as USAID/Afghanistan's first responder to inquiries from the general public, local organizations, implementing partners and, as USAID/Afghanistan's main link, to local media. S/he will have the following responsibilities:

### **Media Events Planning:**

- Maintains a calendar of USAID program events that require DOC section support. Coordinates all aspects of public events, and maintains a contact list of Afghan media;
- Coordinates planning for interviews and photography with the Mission Director, technical officers, and the Public Diplomacy office of the US Embassy to promote press and media coverage of Mission activities;
- Advises USAID staff on product branding, press events, press engagement and public messaging.

### **Media Liaison:**

- Serves as the Mission's sole contact with Afghan media to promote story ideas and feature stories on USAID programs;
- Monitors local and international media concerning USAID programs for the purpose of gauging the effect of the information dissemination strategy and to provide feedback about the programs;
- Coordinates with US Embassy's Public Affairs Section on major initiatives as required;
- Provides DOC and senior USAID staff with analysis of the play of USAID projects in Afghan media and, as necessary, the progress of USAID information programs;
- Assists USAID officers, contractors, and grantees in developing appropriate public information programs. Responds to inquiries from the general public and media on USAID.

### **Strategic Communications:**

- Facilitates information access and sharing within the Mission, with media and other branches of the U.S. government;
- Develops and implements a public information program to raise the profile of USAID activities in Afghanistan;

- As required, writes or translates USAID media materials in English, Dari and Pashto.

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

**Education:** Bachelor's degree in a development field, international affairs, public service, journalism, marketing or a related area is required.

**Experience:** Four years progressively responsible in media relations, public relations or associated field is required.

**Language:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and Pashto required.

**Knowledge, Abilities and Skills:** The incumbent must be familiar with all media formats, and media operations (e.g. print, television, internet, radio broadcasting). Thorough knowledge of Afghanistan, including culture, customs, and popular sentiments is required. Good knowledge of development area in Afghanistan is highly desired.

The incumbent must be able to recognize operational problems and issues, and be capable of drafting information messages in various media formats (e.g. press release, website, cables, fact sheets, success stories, etc) targeting a variety of audiences both local and international. The incumbent must have outstanding organizational skills, a demonstrated ability to work as a team member, as well as to provide leadership, and ability to use computers at a professional level.

#### **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 Specialist(Media Liaison) (DIR1426)**

**ANY/ALL application submissions after the closing date of January 02, 2014 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**