

## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 15-002**

**OPEN TO:** All Bangladeshi Interested Qualified Candidates

**POSITION:** Development Outreach and Communication (DOC)  
Assistant, FSN-09

(Salary approx. Tk. 91,200 per month).

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade  
(Lower than the position grade.)**

**OPENING DATE:** January 14, 2015

**CLOSING DATE:** January 29, 2015

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Development Outreach and Communication (DOC) Assistant in the Program Office (PRO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

The Development Outreach and Communication (DOC) Assistant will work with the current DOC Officer and other DOC Assistants in planning, designing, implementing and carrying out mission communication activities. He or she will draft information, content and/or products for public access, create and maintain the Mission's public communication information systems (such as public website), assist with writing and editing for the Mission as needed, fulfill requests for information from the media and public, and provide support for planning and documenting Mission events.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Assist the Development Outreach and Communications team under the Program Office with activities including, but not limited to:

### **Public Information (35%)**

- In consultation with the relevant and support technical offices, draft and design Mission briefing/publicity materials including the country profile, program/project descriptions, "success story" one-pagers, and sector summaries.
- Design, develop and implement cutting edge media materials, including videos, print publications, infographics and other internet materials.
- Organize outreach materials to ensure there are enough products on hand to be responsive to requests for information from Mission staff, Embassy Public Affairs, press and USAID Washington.
- Shoot and edit videos of USAID programs to share stories through the video medium.
- Solicit information for success stories from USAID program managers and implementing partners. Draft and/or edit success stories with appropriate photographs and/or videos. Coordinate with USAID/Washington to upload the documents onto the website.
- Responsible for the ongoing maintenance and updates on USAID/Bangladesh external website
- Collect and organize content for the USAID website and Social Media in coordination with DOC team, Mission staff and implementing partners. Draft content for USAID's website, making regular updates and offering recommendations for useful technical and/or informational modifications, and coordinating these with staff in the Mission and USAID Washington.



### **Communications Information Systems and Database (30%)**

- Manage Mission's communications information systems, including public website and Mission intranet site.
- Solicit input from various USAID offices, teams, and partners to help establish and maintain a database of project lists, partner lists, photo archives, presentations, site visit kits, press kits, etc.
- Monitor and ensure regular supply of current outreach materials.
- Manage, organize and update the Mission's photo library, ensuring that a selection of high quality photographs with appropriate content are available for USAID's reporting and public information needs.

### **Writing (10%)**

- Write press releases, speeches, and talking points as required
- Write and organize background briefings for media.
- Coordinate with various partners and USAID teams to write and/or edit articles for *FrontLines*, the globally distributed news publication of USAID.

### **Media Relations (10%)**

- The incumbent will assist in reviewing the daily press for development topics and USAID news, prepare press clips and forward to the Mission Director and Program Office for the latest information on crucial topics.
- Assist with the set up and coordination of press conferences and field events related to USAID activities. This may involve participating in advance team planning activities, coordinating event schedules, ensuring staging requirements, and assisting with protocol requirements.
- Help prepare and update a standard information package on the USAID programs in Bangladesh for briefing and for distribution to the public and the media. Ensure that relevant USAID media products are contained in the kits when distributed at press events.

### **Events Management (15%)**

- Expected to be proactive and offer innovative ideas for mission's promotion events. Assist with the organization and logistics of USAID sponsored events as assigned. Events may include: Journalist and student development exposure tours, VIP site visits, press conferences, round table discussions, celebration of international development days, leadership seminars, and photo exhibits.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual



Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

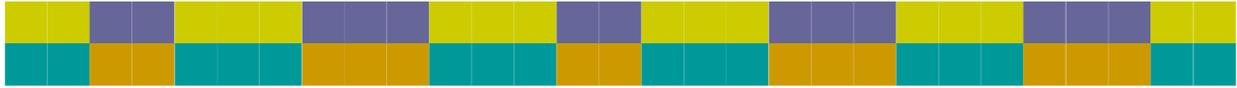
Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

- 1. Education:** A Master’s degree from any recognized university in the field of communications, journalism, public relations or a related area is required (or educational equivalent to U.S. bachelor’s degree). *(You must attach a copy of your certificate along with your application form.)*  
**15 points**
- 2. Prior Work Experience:** At least 3 years of relevant work experience in the field of public relations and corporate communications demonstrating increased responsibilities and knowledge.  
**35 points**
- 3. Knowledge:** Knowledge of MS Office software, web design, HTML and other media software packages (i.e. Adobe Photoshop, Illustrator, InDesign, Final Cut Pro or similar video editing software) is required. The successful candidate must be capable of crafting information messages in various media formats (press releases, websites, video, etc.) targeting a variety of audiences. A working knowledge of media relations, publishing and events planning fields is also required.  
**25 points**
- 4. Skills and Abilities:** Excellent written and oral English communication skills and interpersonal skills are required. The incumbent must also



possess strong organizational skills, analytical abilities and initiative to prioritize and complete tasks and manage multiple projects with minimal supervision. Excellent inter-personal skills, to ensure effective team-relations, are also required to carry out the duties of this position. Strong, professional computer skills in the full range of MS Office software, including word processing, spreadsheet, database, power point and graphics is required. Knowledge of web design, HTML, other media software packages (i.e. Adobe Photoshop, Illustrator, InDesign, Final Cut Pro or similar video editing software) and an interest in new media communication tools is required. Strong experience in graphic design, photography, video editing, and creative writing is highly desired.

**25 points**

#### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** Level IV (fluent knowledge), both written and spoken, is required in English and level IV Bangla. The incumbent should be able to prepare correspondence and standardized reports and to communicate effectively with English speaking staff. English language proficiency will be tested.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees promoted to a new position within the past year must have approval from a supervisor to apply.**

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

#### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a



testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

**TO APPLY:**

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212



**DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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. Women and members of minority groups are encouraged to apply.***