

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 07/2015
OPENING DATE: 01/30/15
CLOSING DATE: 02/20/15
POSITION TITLE: AID Development Program Specialist (Media Coordinator), FSN-10
SALARY RANGE: USD 21,459 p.a. – USD 28,319 p.a. (gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyz Republic

MAJOR DUTIES: Under the general supervision of the USAID/Kyrgyz Republic Program Officer and/or his/her designee, the incumbent: 1) is responsible for Mission media activities (it includes arranging and preparing for press interviews, press conferences, briefings, tours of programs/projects/activities, and interaction with host-country and American journalists); 2) tracks USAID program/project/activity milestones and events to ensure that appropriate press coverage is provided; 3) advises the Mission Front Office and staff on press outreach priorities and whether coverage is culturally and politically appropriate; 4) oversees and produces media materials (including news releases, backgrounders, and fact sheets in English and in local languages); 5) coordinates with technical offices and with the Embassy Public Affairs Office to produce and release timely, accurate, and useful written material for the host-country and American media; 6) oversees and develops regular and specialized information materials for Washington opinion leaders and audiences; 7) travels to USAID program/project/activity sites throughout the host country and the region to interview beneficiaries and photograph programs/projects/activities for the USAID website and for news releases; 8) prepares and keeps current a packet of informational materials communicating Mission strategic priorities and focus areas; 9) acts as editor for key reports and documents; 10) is responsible for archiving and electronically filing outreach materials; 11) is responsible for ensuring that USAID/KR follows USAID branding and marking policies and assists implementing partners in USAID branding and marking compliance; 12) reviews and clears on activity-level branding and marking guidelines; 13) reviews and clears that all the public materials (published reports, banners, posters, signs, TV and radio spots etc.) are in compliance with activity-level guidelines and relevant USAID/Washington policy; 14) manages USAID/KR's presence on various social media; 15) maintains daily updates on social media sites such as Facebook, YouTube, Flickr, and Twitter; 16) works with the Embassy Public Affairs Office to identify opportunities to expand USAID's social media presence; 17) maintains the external USAID/KR website; 18) plans and executes activities to present Mission programs to the public and to VIP visitors; 19) prepares visits for high-level officials to highlight key USAID programs/projects/activities and strategies; 20) provides or supervises advance work for planning, including scheduling, coordination with Technical Offices (and other Embassy Sections as appropriate), and overseeing the production of briefing materials and trouble-shooting during VIP visits; 21) for project site visits or events that involve the Ambassador, Deputy Chief of Mission, and/or the USAID Director or Deputy Director, ensures that all event information (e.g., scene setters, talking points, speeches) have been prepared, and meet quality standards and time requirements; 22) coordinates and consults with technical offices on program/project/activity signing ceremonies or other milestone events, including finalizing press releases and ensuring logistics are handled; 23) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** A university degree in journalism, public relations, communications, English or a related field. Minimum five years of progressively responsible experience in communications, public relations, journalism, and international development and/or diplomacy in an English-language work environment. Previous work with international development organization is highly desirable. Prior experience in translation and interpretation is desirable. A thorough knowledge of the principles, methods, practices, and techniques of communication, and skill in applying such knowledge to develop written information materials for dissemination through a variety of media (it includes an understanding of the use of written communication in developing news releases, feature stories, background statements, fact sheets, media spots, and scripts). A solid understanding of websites. A good knowledge of graphic design, printing, and publishing processes, and the ability to oversee printers and/or publishers. A broad understanding of issues related to international development. A solid understanding of monitoring and evaluation best practices. Skill in developing and maintaining effective relationships with media representatives, and the public affairs personnel of organized groups. Skill in making oral presentations. Detailed and broad knowledge of the sensitivities of political and social environment of the Kyrgyz Republic. Ability to travel throughout the host country. Excellent practical knowledge of MS Office, including PowerPoint, and desktop publishing software. Familiarity with and solid understanding of Web design, Acrobat, Publisher and other page making software and the capacity to present information creatively.
- **Teamwork/Interpersonal and Communication Skills (25%):** Excellent oral and written communications skills, including news and technical writing, editing, and research skills. Strong organizational and project management skills. Strong interpersonal skills. Ability to establish and maintain collegial relationships with media.
- **Language Skills (15%):** Fluent (Level IV) oral and written English, Kyrgyz and Russian.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received at the Executive Office (EXO) USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by 6 p.m., Friday, February 20, 2015. A copy of the Position Description is available in EXO/Personnel (ext. 6353).

USAID/KR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.