U.S. Mission, Dili

U.S. Mission
Dili, Timor-Leste

Announcement Number: Dili-2022-008

Position Title: Media Specialist

Opening Period: June 24, 2022 – July 15, 2022

Series/Grade: FSN-10

Salary: $23,881.00 – 28,361.00/ annum

For More Info: Human Resources Office at DiliHRRecruiting@state.gov

Who May Apply: For USEFM – FP is 6. Actual FS salary determined by Washington D.C.

- All Interested Applicants / All Sources.

Security Clearance Required: Local Security Certification/ Public Trust

Duration Appointment: Indefinite subject to successful completion of a probationary period.

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

Summary: The U.S. Mission in Dili, Timor-Leste is seeking eligible and qualified applicants for the position of Media Specialist.

The work schedule for this position is: Full Time 40 hours per week.

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Under the supervision of the Public Affairs Officer (PAO), the incumbent is responsible for serving as media liaison and assisting the PAO in planning and administering media outreach and journalism sector development programs in Timor-Leste, to explain U.S. domestic and foreign policies and U.S. Mission events and activities to Timorese audiences. S/he also produces the Mission’s media monitoring (reviews and analyzes media content; compiles and translates key articles for Mission and Washington distribution); writes, edits, obtains clearances, and translates press releases; maintains, updates, and develops content for the Mission website and social media pages; maintains the Mission press archive; writes media reaction reports; monitors and investigates developments in the press/media field, collaborates with other Mission communications staff such as USAID Development
Outreach; organizes press events for the Chief of Mission, Embassy officials, and high-level visitors, advises on and executes appropriate training for media sector development, identifies members of the media sector for participation in USG events, exchanges, and other programs; monitors journalists in Mission-sponsored English classes; and is the primary liaison and POC at the Mission for the local media, in coordination with the PAO. Occasionally serves as control officer for particular U.S. Mission events.

Qualifications and Evaluations

EDUCATION: A university degree in journalism, communications, international relations, political science, economics, or local equivalent is required.

Requirements:

EXPERIENCE: Five years of experience is required in a media outlet, international organization, government, or the private sector. Must have experience in communications, journalism, public relations, or public affairs.

Evaluations:

LANGUAGE:

English: Level 4 – Fluent; Written/Spoken (this will be tested), Including the ability to translate.

Tetum: Level 4 – Fluent; written/spoken (this will be tested), including the ability to translate.

Ability to translate journal articles, ability to summarize newspaper articles, ability to write on social media, e.g. Facebook page (this will be tested.)

Qualifications:

Ability to work under time pressure. Ability to scan the press quickly, identify relevant articles and summarize. Ability to initiate working level contacts in media and government circles for access to higher level contacts. Ability to analyze the press, identify trends and present them in a convincing manner. Excellent writing skills in Tetum and English. Ability to prepare media analysis. Ability to adapt, translate and write informational materials and correspondence in English, and Tetum, with Portuguese and/or Indonesian also desirable. Strong typing skills. Ability to utilize electronic audio-visual equipment is required. Competent knowledge of digital photography, internet, and social media platforms. Strong computer proficiency with decent competency in Microsoft Word, Excel, and Outlook. Position requires a high degree of sound judgment in liaising with the Timorese media, in developing online and print content, and in selecting significant reporting worth noting for members of the Mission and Washington. The incumbent is expected to take initiative, make recommendations, and carry out independent decisions in identifying ICS-related news items and briefing Mission staffs well as dealing with media and other audiences. Must be able to distinguish important commentary from straightforward factual reporting. Must be able to identify reliable contacts and differentiate between rumor and evidence.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.
Benefits:
Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Timor-Leste may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:
HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:
(1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
(2) AEFM / USEFM
(3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with reemployment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

How to Apply: All candidates must be able to obtain and hold a Local Security Clearance/Public Trust. Complete DS-174 (Universal Application for Employment). Application forms and detailed Position Description are available at the U.S. Embassy. Applicants may also attach a resume or CV that contains the same information as required in form DS-174.
To apply for this position, applicants should electronically submit the documents listed below

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174 (Application Form)
- Degree/ Diploma
- Transcript
- SF-50 (if applicable)
- For AEFM/USEFM/EFM/MOH: A copy of sponsor’s orders showing that your sponsor has an assignment in the U.S. Mission Timor-Leste with a copy of Form DD-214 (if invoking AEFM/USEFM who is a preference-eligible U.S. Veteran hiring preference).

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Dili, Timor-Leste.