



USAID | MOROCCO

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Vacancy Announcement
Development Outreach & Communications Specialist
Announcement Number: AID 14-04

OPEN TO : All Interested
POSITION : FSN-10
OPENING DATE: Monday, April 28, 2014
CLOSING DATE: Friday, May 16, 2014
WORK HOURS : Full-time; 40 hours/week
SALARY : Gross Salary DH 331,477 p.a. (Starting Salary based on 40 hours including allowances and bonus. U.S. Mission will withhold from gross salary employee's portion of CNSS and CIMR contributions, health/life/disability insurance contributions, as well as all tax obligations as imposed by the US and/or host country governments)

RECRUITMENT TO BE FINALIZED BASED ON FUNDS AVAILABILITY

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Agency for International Development (USAID) in Rabat is seeking an individual for the position of a Development Outreach & Communications Specialist. Detailed position description is available at USAID/EXO.

BASIC FUNCTION OF POSITION:

This position is located in the Program Management Office of USAID/Morocco, Rabat. The Development Outreach & Communications Specialist (DOCS) collaborates closely with the technical teams, implementing partners (IPs) as well as senior leadership to develop and implement the overall Mission communications strategy. The DOCS collaborates with the US Embassy Public Affairs Office (PAO) to ensure that Embassy personnel are properly apprised of USAID public activities and projects; and, serves as principal liaison with the USAID/ME Bureau communications team leader. The Mission portfolio includes activities in the areas of economic growth, citizen participation in governance, and basic formal education. The DOCS supports the Mission in the achievement of its objectives by producing and disseminating public information about Mission initiatives, and promoting a better understanding of USAID programs to a variety of local and international audiences. The DOCS is responsible for collecting, investigating, managing, and distributing information associated with the USAID foreign assistance program in Morocco, and serves as the primary Mission point of contact and liaison for information requests.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A Bachelor's of Arts Degree in public relations, communications, journalism or a related field is required.

Experience: A minimum of three years of progressively responsible experience in communications, public relations, or journalism, in an English-language work environment is required.

Language: Fluent (level 4) in English and French, both written and oral, is required.

Skills and Abilities: Work requires skill in developing and maintaining effective relationships with media representatives, and the public affairs personnel of organized groups, and in establishing and enhancing communication between USAID and its audiences using media and groups; skill in making oral presentations designed to seek cooperation of specialized groups and media in providing fuller coverage to USAID/Morocco activities, and to encourage open communication between USAID/Morocco and its audiences; and, skill in analyzing the effectiveness of communication plans once implemented, and developing recommendations to change the nature of the USAID strategic communications program. The work requires excellent oral and written communications skills, including news and technical writing, editing, and research skills; strong organizational and project management skills, that may be applied within a multi-cultural work environment; and, the ability to work independently, taking initiative once guidance is provided, and managing several activities simultaneously and under pressure to meet deadlines. The incumbent must have strong interpersonal skills. The ability to establish and maintain collegial relations with all technical teams within USAID, as well as with press and media contacts, Embassy and IP counterparts, and to exercise sound judgment in representing the USG as demanded, along with the ability to manage interactions with high-level dignitaries and officials with maturity and confidence. The ability to travel throughout the host country, in order to organize and implement outreach events and visit project sites, is a requirement of the position. Very good computer skills are required.

SELECTION PROCESS

When equally qualified, US Citizen EFMs and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. 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.

3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks in addition to their probationary period before being eligible to apply for advertised positions. Temporary employees must first complete their temporary appointments before applying for advertised positions.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. **A letter of interest and the Universal Application for Employment, DS-174 form.**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: usaid-rabat-hr
Attention: Vacancy Announcement AID 14-04
Address: 10, avenue Mehdi Ben Barka, Souissi, Rabat
- b) By e-mail: usaid-rabat-hr@usaid.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
- Is not a citizen of the host country; and,
 - Does not ordinarily reside (OR, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The USAID Mission in Morocco 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.

USAID strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.