

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: HH119-10

Date: August 19, 2010

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| Position Title | Information Specialist |
| Location | American Consulate General Hamburg, Public Affairs Office |
| Open To | All Interested Candidates |
| Salary and Grade | <p>Not Ordinarily Resident - US \$ 56,323 per year starting salary Position Grade: FP-05 steps 1 through 14</p> <p>Ordinarily Resident - € 55,299 per year starting salary Position Grade: FSN-10</p> <p>Candidates may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures.</p> |
| Work Hours | Full-time, 40 hrs. |
| Opening Date | August 20, 2010 |
| Closing Date | September 15, 2010 |
| Security Requirement | US Mission certified medical/non-sensitive security clearance |

ALL FOREIGN COUNTRY APPLICANTS, INCLUDING AMERICAN CITIZENS, MUST HAVE AND SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General in Hamburg is seeking an individual for the position of Information Specialist in the Public Affairs Office.

BASIC FUNCTION OF POSITION

(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to employment-germany@state.gov with identification of vacancy number.)

Drawing on professional contacts, the Information Specialist advises on the media environment in the Hamburg Consular District and on opportunities to advance U.S. interests through press and information activities. S/he performs a wide variety of functions involving media outreach with special emphasis on selected themes in support of the Mission Strategic Plan objectives and Consulate Hamburg specific themes. Incumbent is responsible for establishing and maintaining effective relations with the local media employing the full range of Departmental resources to communicate U.S. government policy to the local media community.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific information supporting each item.

EDUCATION: University degree in the area of communication, journalism, or public relations is required.

EXPERIENCE: Four (4) years in media or public affairs-related fields is required.

LANGUAGE: Level 4 (fluency) German and English speaking, reading and writing skills are required.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent knowledge of German, particularly north German, media institutions and practices, new media (internet resources) is required.
- Thorough understanding of U.S. social, political, and cultural processes and foreign and domestic policies is required.
- Ability to develop and maintain effective relationship with professional journalists and media policy makers is required.

- High-level language skills and writing abilities in both German and English for preparation of analyses, media reaction reports, press information materials/press releases, general correspondence is required.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

APPLICATION INFORMATION

- **Selection Process:** When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications in the application.
- **Additional Selection Criteria:**
 1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
 2. Locally Employed Staff (LE Staff) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
 3. Current Locally Employed Staff (LE Staff) with an overall summary rating of 'Needs Improvement' or 'Unsatisfactory' on their most recent Employee Performance Report are not eligible to apply.
 4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first ninety (90) calendar days of their employment.
 5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation using the U.S. Mission's electronic application process:

Direct link: <http://employment.usembassy.de/>

1. Applicants submitting a resume or curriculum vitae must provide information equal to what is found on the Universal Application for Employment (UAE), DS-174. **Failure to do so will result in an incomplete application.**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their electronic 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. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/not refund travel expenses incurred by the interviewee.

For a complete list of the terms such as US citizen Eligible Family Member (USEFM), Eligible Family Member (EFM), Member of Household (MOH), Not Ordinarily Resident (NOR), Ordinarily Resident (OR) and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

CLOSING DATE FOR THIS POSITION: September 15, 2010

The U.S. Mission in Germany 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. The Department of State also 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HR:JCizek
Cleared: A/CG:KBel
Drafted: HR:KWitte