

Vacancy Announcement

U.S. Mission U.S. Embassy-Havana
Announcement Number: Havana-04/2019
Position Title: **Media Program Assistant**
Opening Period: August 16, 2019 – Until Filled
Series/Grade: LE Staff -07
Salary: Actual FS salary determined by Washington D.C.
For More Info: Human Resources Office
E-mail Address: Havana_jobs@state.gov

Who May Apply: THIRD COUNTRY NATIONALS ONLY, PSC

Security Clearance Required: Local Security Certification

Summary: The U.S. Mission in Havana is seeking eligible and qualified applicants for the position of **Media Program Assistant** in the Public Affairs Service Office (**PAS**).

The work schedule for this position is:

- Full Time - 39 hours per week

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

Supervisory Position: No

Duties: Participates in the daily review, selection, and compilation of news clips of Cuba-related material in the local, U.S., and international media. Supports posting of material on the U.S. Embassy Havana online communication channels. Assists in planning and implementing U.S. Embassy Havana programs. Assists with outreach activities.

Qualifications and Evaluations

EDUCATION: Two years of post-secondary education or equivalent is required.

EXPERIENCE: Must have two years' experience in media, communications, information/web technologies, public relations, international affairs, or project management.

JOB KNOWLEDGE: Must have knowledge of the society, culture, political/economic and governmental systems of the U.S. and Cuba. Knowledge of MS Office applications. Familiarity with popular social media platforms.

LANGUAGE: Level IV of speaking and reading Spanish and English is required. (Test to be administered by the HR Office).

SKILLS AND ABILITIES: Attention to detail and extreme discretion are required. Ability to identify, cultivate, and maintain contacts is required. Ability to coordinate among different, and at times, conflicting points of view and find mutually satisfactory solutions is required.

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.

How to Apply: All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

To apply for this position, applicants should electronically submit the documents listed below.

For more information on how to apply, visit the Mission internet site: <https://cu.usembassy.gov>

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

- DS 174

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 Havana-Cuba.