**U.S. Mission**

Majuro, Marshall Islands

**Announcement Number:** Majuro-2022-007

**Position Title:** Information Assistant (Social Media)

**Opening Period:** June 14 to 29, 2022

**Series/Grade:** LE 6105/07

**Salary:** (USD) 15,484.00

FS is FP-07. Actual FS salary determined by Washington D.C.

**For More Info:** Human Resources Office: Ma. Victoria dela Cruz
Mailing Address: P.O. Box 1379, Majuro, MH 96960
E-mail Address: MajuroHR@state.gov

**Who May Apply:**

- All Interested Applicants / All Sources including Third Country National

**Security Clearance Required:** Local Security Certification or Public Trust

**Duration Appointment:** Indefinite subject to successful completion of probationary period

**Marketing Statement:** We encourage you to read and understand the Eight (8) Qualities of Overseas Employees ([https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees](https://careers.state.gov/downloads/files/eight-qualities-of-overseas-employees)) before you apply.

**Summary:** The U.S. Mission in Majuro, Marshall Islands is seeking eligible and qualified applicants for the position of Information Assistant (Social Media).

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 (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No.

**Duties:**

The Information Assistant (Social Media) has primary responsibility for the Mission’s internet site, including frequent posting of current, relevant information, and day-to-day maintenance of information and systems. The Webmaster supports the Information Unit to ensure similar service to other social media sites like Facebook, Twitter, Instagram, YouTube, and Flickr. The incumbent holds primary
responsibility for the technical duties involved with PAS-related installation, maintenance, repair and operation of audiovisual equipment including sound and video equipment upkeep and programming during live events.

Qualifications and Evaluations

Education: Completion of two years in college or university studies is required.

Requirements:

EXPERIENCE: Three years of progressively responsible experience in market research and audience analysis, and design and execution of online campaigns in a multilingual, multicultural, or multinational work environment is required. Must have experience managing digital properties, including direct online interaction with the public, and content creation in multimedia and traditional formats.

Evaluations:

LANGUAGE:

English level IV (Limited knowledge) Reading/Writing/Speaking is required. This will be tested.

SKILLS AND ABILITIES: Ability to work proactively, both independently and within a team, to plan, coordinate and carry out multi-media Public Diplomacy programs. Ability to organize workload to ensure timely production of materials and implementation of programs. Ability to develop, maintain and use technical and creative skills; knowledge of U.S. goals and Public Diplomacy programs; and contacts in the United States and Eastern Caribbean to support the Mission. Ability to assess technological needs of Public Affairs Section and colleagues and provide necessary service or advise Public Affairs Officer of need. Ability to install and maintain all hard- and soft-ware associated with Public Diplomacy work.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

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.

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**

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and Letter from Veterans’ Affairs which indicates the present existence of a service-connected disability dated within the past six months. If claiming conditional eligibility for U.S. Veterans’ preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans’ preference will not be considered in the application process. Mission HR’s decision on eligibility for U.S. Veterans’ preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

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 Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site. Applications are available at the U.S. Embassy Majuro in Long Island, Monday -Thursday, 8 a.m.– 5 p.m. and Friday 8 a.m. – 3 p.m.

To apply for this position, applicants should mail or email to submit the documents listed below.

Required Documents:
To qualify based on education, you MUST submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:
• Residency and/or Work Permit
• Diploma
• Transcript of Records
• Language Scores (if available)
• Driver’s License
• Certificate or License

Eligible Family Member Applicants:
• Copy of Sponsor’s Orders/Assignment Notification (or equivalent)
• Passport copy
• DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
• SF-50 (if applicable)

**COVID-19 Requirements for Eligible Family Members:**

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to E.O. 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine. If selected for the position, the agency will provide you additional information.

For Eligible Family Members who will be employed on a Personal Services Agreement and compensated under the USG pay plan, if selected for the position, the agency will provide you additional information regarding COVID-19 safety protocols and requirements.

**COVID-19 Requirements for Local Candidates:**

Candidates who will be employed on either a Personal Services Agreement or a direct hire appointment and compensated under the Mission’s Local Compensation Plan will be required to follow all Mission COVID-19 policies applicable to Locally Employed Staff. If selected for the position, the agency will provide you additional information regarding these requirements.

**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 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 Majuro, Marshall Islands.