

U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT

Announcement Number: Rabat-2019-006

Position Title: Public Engagement Assistant (Experiential Learning Coordinator)

Opening Period: Thursday, 07 February, 2019 – Thursday, February 21, 2019

Series/Grade: LE - (6510) 9

Salary: (MAD) 309,034 p.a. – (MAD) 309,034 p.a.

For More Info: Human Resources Office: RecruitmentRabat@state.gov

Who May Apply: All interested Candidates /All Sources
For USEFM - FS is 05. Actual FS salary determined by Washington D.C.

Security Clearance Required: Local Security Certification

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

THIS POSITION IS SUBJECT TO FUNDING AVAILABILITY

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>, before you apply.

Summary: The U.S. Embassy in Rabat is seeking eligible and qualified applicants for the position of Public Engagement Assistant (Experiential Learning Coordinator) in the Public Affairs Section.

The work schedule for this position is Full Time (40 hours per week)

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

Supervisory Position: No

Duties: The incumbent reports to the Public Affairs Officer or Public Affairs Officer designee and has no supervisory responsibilities. S/he coordinates Mission Public Diplomacy outreach to student leaders, young professionals, and other youth audiences through experiential learning) projects and events, typically “learning through experience” activities such as tech or entrepreneurship camps, music and sports programs, journalism training and other focused community engagement programs. The incumbent designs, develops, identifies co-sponsors and funding sources, plans and oversees a range of outreach activities in support of Mission goals.

Qualifications and Evaluations

Education: A Bachelor's degree in communications, international relations, American Studies, intercultural/multicultural studies, arts management, museum education, marketing, science, or local equivalent is required.

Requirements:

Experience: A minimum of three years of progressively responsible experience in a multilingual, multicultural, multinational, government, education or museum environment with marketing, public relations, communication, or education duties is required.

(OR)

Education: Two years of college or university studies, in general coursework is required.

Experience: A minimum of five years of progressively responsible experience in a multilingual, multicultural, multinational, government, education or museum environment with marketing, public relations, communication, or education duties is required.

JOB KNOWLEDGE:

- Must have a detailed understanding of the full range of Public Diplomacy tactics and tools designed to engage students and youth leaders, and general knowledge of cross-cultural communications.
- Must have full understanding of Public Diplomacy-specific funding authorities and their planning and reporting tools.
- Must have a thorough understanding of the attitudes and preferences of the student and youth audience sector in Morocco, including the regional, ethnic, socio-economic, cultural, and linguistic factors and the religious and educational institutions that shape those attitudes.
- Must have a good knowledge of typical customer service and marketing tools designed to engage specific audience segments, particularly the student and youth sector, in Morocco.
- Must have a good knowledge of the latest trends in experiential learning engagement in related public service institutions such as schools, museums, and training institutes, as relevant for the Emerging Voices sector.
- Must have a good knowledge of the types of technical and regulatory requirements associated with arts, sports, technical learning camps or other public engagement activities in Morocco.
- Must have a good knowledge of the primary influencers in popular culture, as well as Moroccan institutions, government structures and policies that shape local attitudes toward experiential learning techniques and/or student and youth audiences.
- Must be a practitioner of digital communication tools and practices trending with youth audiences, as well as those used by cultural or idea leaders influential with Morocco's student and youth sector.
- Must have a good understanding of the complex and changing nature of the information environment, including current trends in the international and Moroccan communications landscape.

Evaluations:

Language: Level IV (Fluency) Speaking, Reading, Writing in English, French and Arabic is required. (Language proficiency will be will be tested)

SKILLS AND ABILITIES:

- Must have a strong analytic skills and the ability to conceptualize how best to use innovation and cutting edge experiential learning opportunities to attract student and youth audiences and engage them in positive ways.
- Must be able to advise senior leaders of opportunities to promote Mission experiential learning outreach objectives; identify, analyze, predict and assess student and youth audience attitudes; evaluate the impact of activities and projects and modify approaches for best outcomes.
- Must be able to perceive the emergence of new trends and new sources of influence on student and youth audiences and adjust operations and programming accordingly.

- Must have excellent customer relations, interpersonal cross-cultural communication skills, and be able to identify and engage key figures critical to developing experiential learning priority initiatives.
- Must have the capacity to quickly tailor communications to fit formal and informal situations and different ethnic, religious and linguistic cultural groups; must also have excellent written and oral communication skills, including public speaking, interviewing for evaluation purposes and writing reports and material for publication.
- Must be able to brief on a variety of issues and interpret between English and Arabic for public programs.
- Must have a strong project management skills, including the ability to establish credibility and lead group participation in projects such as workshops, seminars, conferences, sports and cultural programs, and camps, including activities conducted virtually.
- Must be able to negotiate agreements with partner institutions and manage their fulfillment.
- Must have good keyboarding and data entry skills, and excellent familiarity with electronic discovery tools, in particular the Internet, and standard information retrieval practices and procedures.
- Must have a thorough, detailed knowledge of various computer software programs, specifically Microsoft Word, Excel, and PD-specific software, databases, and reporting tools.
- Must be practiced in using social media and mobile platforms, podcasts, basic photo and video tools to generate group interest and participation.
- Must have good numerical skills to be able to develop and oversee project and grant budgets; must be able to develop descriptive statistical analysis of target audience segments and impact of experiential learning activities and initiatives.
- Must be available to travel throughout Morocco to support experiential learning projects and activities.

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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Morocco may receive a compensation package that includes allowances, competitive bonus and benefits. The U.S. Mission will withhold from your gross salary the employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the U.S. and/or host country governments.

For Eligible Family Members (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 re-employment 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 Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on [US MISSION MOROCCO](#).

To apply:

- a) **Mailing Address:** Human Resources Office
Attention: Vacancy Announcement 19-006
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- b) **E-mail Address:** RecruitmentRabat@state.gov

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

- DS-174.
- Residency and/or Work Permit.
- CIN copy.
- Bachelor's degree in Political Science, International Relations, History, or International Law.
- Two years of college or university studies in general coursework.
- Work certificates

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. Embassy in Rabat, Morocco.