

# U.S. MISSION MOROCCO VACANCY ANNOUNCEMENT

**Announcement Number:** Rabat-2019-007

**Position Title:** Public Engagement Assistant (Youth Exchanges Coordinator)

**Opening Period:** Friday, 08 February, 2019 – Friday, February 22, 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](mailto: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 (Youth Exchanges 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 coordinates the Mission's exchange programs for youth and communities that are not included in traditional U.S. diplomatic engagement, such as civil society groups and populations vulnerable to extremist appeals. She/he participates in outreach activities to promote exchange program opportunities; participates in the review and selection of exchange program participants; and coordinates all logistics related to individuals' participation in designated exchange programs. S/he supports a broad range of activities and initiatives to maintain contact with alumni of all student leaders, young professionals and other youth audiences. The incumbent reports to the Cultural Affairs Officer or Assistant Cultural Affairs Officer or Public Affairs Officer designee and has no supervisory responsibilities.

## Qualifications and Evaluations

**Education:** A Bachelor's degree in international relations, communications, marketing, public relations, American Studies, intercultural/multicultural studies or local equivalent is required.

**Requirements:**

**Experience:** A minimum of three years of progressively responsible experience in a multilingual, multicultural, or multinational work environment, with project management, marketing, public relations, communication, or education duties as a significant part of the job 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, or multinational work environment, with project management, marketing, public relations, communication, or education duties as a significant part of the job 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 a general knowledge of project management, including defining project objectives, outcomes, and assessment methods.
- Must have a thorough understanding of the attitudes and preferences of the student and youth audience sector in Morocco, including the regional, ethnic, social, cultural, linguistic and other factors and institutions that shape those attitudes.
- Must have a detailed knowledge of Moroccan secondary education, exchanges, and youth programs.
- 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 latest trends in audience engagement in related public service institutions such as think tanks, museums, academic institutions, professional training institutes, as relevant for the 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 regional communications as they relate to the Moroccan communication landscape.
- Must be familiar with digital practices and procedures used by or influential with the Moroccan's students and youth sector.

**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 Public Diplomacy tools to move Moroccan attitudes in positive ways.
- Must be able to advise senior leaders of opportunities to promote Mission objectives through exchanges to and from the U.S.; identify, analyze, predict and continually assess student and youth audience attitudes; and evaluate the impact of projects and modify approaches for best outcomes.
- Must be able to perceive the emergence of new influencers 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 shaping local public opinion.

- Must have excellent written and oral communication skills, including public speaking, interviewing for evaluation purposes, writing reports and contributing material for publication in both English, Arabic and French.
- Must have the capacity to quickly tailor communications to fit formal and informal situations and different ethnic, religious and linguistic cultures.
- Must be able to brief on a variety of issues and interpret between English, Arabic and French for public programs.
- Must have strong management skills, including the ability to develop and oversee project budgets and to organize, run, and present professional and exchange projects such as workshops, seminars, digital and in-person conferences, panel discussions, lectures and camps.
- Must be able to negotiate agreements with partner institutions and manage their fulfillment.
- Must have a 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, graphic design and photo editing software, and Public Diplomacy specific software, databases, and reporting tools.
- Must be able to use social media and mobile platforms, photo and video sharing sites, podcast creation, and basic photo and video tools.
- Must have good numerical skills to be able to develop and manage projects and monitor grant budgets.
- Must be able to develop descriptive statistical analysis of target audience segments and impact of student and youth exchanges activities and initiatives.
- Must be available to travel throughout the host country to support student and youth 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 19-007  
Address: Km 5.7, Avenue Mohammed VI, Souissi, Rabat 10170
- b) **E-mail Address:** [RecruitmentRabat@state.gov](mailto: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 international relations, communications, marketing, public relations, American Studies, intercultural/multicultural studies or local equivalent.
- 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.**