



Vacancy Announcement
Embassy of the United States of America
Bujumbura, Burundi

EMPLOYMENT OPPORTUNITY!

Information Assistant – FP-6/FSN-9

Vacancy Announcement: No. 2017-06

Opening Date: Tuesday, March 21, 2017

Closing Date: Tuesday, April 4, 2017 at 17:00

Work Hours: Full-time; 40 hours/week

BASIC FUNCTIONS

Reporting to the Public Affair Officer, this position serves as the Embassy's primary liaison with Burundian media. The incumbent assists in identifying important opportunities and planning for outreach programs, develops and maintains contacts with local media and journalists, and advises the Public Affair Office and Front Office on press matters. This individual also plans and coordinates interviews, press conferences, signing ceremonies, and other events that require media coverage. The Information Assistant is responsible for monitoring, analyzing, and reporting local news broadcasts in English, French, and Kirundi and keeps the Public Affair Office and Front Office up to date on breaking news in the country. This position maintains the embassy's Facebook page and external website (in coordination with the CMS team in Washington), translates speeches and press releases, and assists the Public Affair Office with other duties as necessary.

REQUIRED QUALIFICATIONS:

Education: Must possess an undergraduate degree. **Work Experience:** Three years of progressively responsible experience in journalism, public relations, business, or a related field. **Language Proficiency:** Level IV English, level IV French, and level IV Kirundi required. **Knowledge:** A strong knowledge of local mass media, social media, and press operations required. Good knowledge of computer software applications such as Microsoft Word, Excel and Outlook required. **Skills and abilities:** Basic typing skills (40+WPM).

TO APPLY FOR THIS POSITION

The application form is available at <http://burundi.usembassy.gov/employment-opportunities.html>. Interested applicants for this position **must** submit the DS-174 application form and a current résumé or a curriculum vitae that provides additional information.