EMPLOYMENT OPPORTUNITY!

Vacancy Announcement: Bujumbura-2022-023

Open To: All Interested CCN (Cooperating Country National) Candidates

Position: Development Outreach Communications Specialist –FSN-10

Opening Date: December 19, 2022

Closing Date: January 9, 2023 at 12.00 pm (CAT)

Work Hours: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION
The Development Outreach and Communications (DOC) Specialist based in Burundi reports to the Supervisory Program Officer in Burundi and collaborates closely with the USAID/Burundi Country Office staff, U.S. Embassy’s Public Affairs Office, the USAID/Rwanda’s Senior DOC Specialist, and USAID Implementing Partners to implement the overall USAID/Burundi communications strategy. In this capacity, the incumbent is responsible for promoting better awareness and understanding of U.S. foreign assistance to Burundi and supports the achievement of U.S. policy objectives. S/he helps to guide, coordinate, and implement USAID’s communication practices and outreach efforts, ensuring that they reflect the U.S. government’s priorities and promote USAID’s accomplishments to key audiences. S/he is responsible for collecting, investigating, managing, editing, and distributing information associated with the USAID foreign assistance program in Burundi, and serves as the primary Burundi Country Office point of contact and liaison for information requests.

MINIMUM REQUIRED QUALIFICATIONS:

EDUCATION: A minimum of university degree in communications, journalism, public relations, marketing, international development, economics, public policy or public administration

EXPERIENCE: A minimum of five years of progressively responsible experience in communications, journalism, marketing, advertising, public relations, mass media, or a related field. Experience in website or database design and management; or any combination thereof. Experience in disseminating information to a variety of target audiences, via print, broadcast and/or the Web, is required, where designing and implementing effective print, audio and visual products were an integral part of responsibilities. Experience with a USG agency or other international/local organization or donor group is a plus. Potential to rapidly acquire such knowledge of USG and USAID operations, regulations, procedures and documents relating to development outreach and communications is required.

TO APPLY FOR THIS POSITION:
Interested applicants in this position must review the USAID/Burundi solicitation posted on the U.S. Embassy Bujumbura Website and follow the instructions in Section IV. The application package must include a cover letter, the Universal Application for Employment (UAE) (Form DS-174), a current résumé or curriculum vitae, and any other documentation that addresses qualification requirements. The solicitation and application form is available at https://bi.usembassy.gov/embassy/jobs/.