

Vacancy Announcement – 2018 - 118

U.S. Mission: American Embassy - Amman
Announcement Number: Amman-2018-118
Position Title: Audio Visual and Electronic Program Manager
Opening Period: Nov. 21, 2018 – Dec. 5, 2018
Series/Grade: LE-635/ FSN-08
Basic Annual Salary: (JOD) 13,436
For More Info: Human Resources Office
E-mail Address: ammanemployment@state.gov

Who May Apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification

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](#) before you apply.

Summary: The U.S. Mission in Amman is seeking eligible and qualified applicants for the position of Audio Visual and Electronic Program Manager.

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

Supervisory Position: No

Duties: This position encompasses each component of Mission's Public Affairs office, including elements from the Administrative Support Section, Program Support Group, the Information Office, and the Cultural Affairs Office. The incumbent bears overall managerial responsibility for a range of programming, audio-visual, and media support.

As Electronic Program Manager for the Public Affairs Section, the incumbent works alongside the creative content manager and the two multimedia specialists, filming and editing videos for

social media. The incumbent also supports electronic programming and the technical requirements for Mission public events, Ambassadorial visits, speeches and receptions, digital video conferencing, press conferences, round tables as well as a wide range of cultural programs; concerts, speaker programs, art performances, and social media outreach. Incumbent also supports Mission events at American Corners throughout Jordan, while also providing these centers with valuable support in their day-to-day functions and supports the official audio-visual needs of the entire Amman Mission.

Qualifications and Evaluations

EDUCATION: Bachelor Degree in one of the following fields: Graphic Design; Audiovisual Communications; Film; Video; Photographic Arts; Media; Digital Media; Communications; Public Relations; Engineering (Electronic, Communication, Sound, or Electrical); Computer Science is required.

Supporting documents (i.e. education certificate) must be included in the application for eligibility purposes.

يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق

Requirements:

EXPERIENCE: At least five years working with audio-visual equipment, including sound and audio recording gear, translation systems, digital video conferencing, transcribers and cameras, as well as equipment within the section's responsibilities is required. Familiarity with equipment used in theaters for sound and light preparation and production is required.

OR

EDUCATION: Two years of college or university level education is required.

EXPERIENCE: At least seven years working with audio-visual equipment, including sound and audio recording gear, translation systems, digital video conferencing, transcribers and cameras, as well as equipment within the section's responsibilities is required. Familiarity with equipment used in theaters for sound and light preparation and production is required.

JOB KNOWLEDGE: Expert level understanding of the use of audio-visual equipment in support of social media content creation, press conference techniques, Public Affairs Section ordering procedures, ability to process computerized inventory data, ability to recognize and report technical problems that effect satellite feed reception and transmission. Experience in video production, particularly with the technical elements of sound collection and editing is required. Familiarity with the technical side of news gathering in Jordan, including satellite feed technology.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English and Arabic is required. English proficiency will be tested

SKILLS AND ABILITIES: Ability to maintain AV equipment, including live internet feeds, and video conference equipment. Ability to analyze post equipment needs and replacement/upgrades.

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 (Amman/ Jordan) may receive a compensation package that may include health, separation, and other benefits.

For 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 HR/OE Intranet Site.

To apply for this position, submit the documents listed below to AmmanEmployment@state.gov please note "VA 2018-118, Audio Visual and Electronic Program Manager" in the subject line of the e-mail.

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

- DS-174
- Residency and/or Work Permit (for non-Jordanian)
- Passport copy or Jordanian Identity Card
- Degree or transcript

What to Expect Next: Only applicants who are invited to take a language test will be contacted.

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. Mission in Amman - Jordan.