



**USAID**  
FROM THE AMERICAN PEOPLE

**MACEDONIA**

## INTERNSHIP ANNOUNCEMENT

<b>To:</b>	Foreign Service Nationals	<b>Announcement #:</b> USAID 01-11
<b>From:</b>	EXO, USAID Macedonia	<b>Date:</b> 08/24/11
<b>Position Title:</b>	DOC Office Intern	<b>Closing Date For Applications:</b>
<b>Position Grade:</b>	FSN Intern stipend, as per MO495	<b><u>COB 09/06/2011</u></b>
<b>Office Location:</b>	USAID Macedonia, Skopje	<b>Estimate Opening Date of Internship:</b> <b><u>10/11/2011</u></b>

USAID Macedonia is offering an internship position in the DOC (Development, Outreach and Communications) Office. The incumbent will work under the direct supervision of the DOC Specialists. The incumbent will assist the DOC office in achieving maximum exposure and understanding of U.S. development assistance in Macedonia through the implementation of its outreach activities, particularly relating to the USAID website and social media (Facebook, YouTube and possibly Twitter).

The internship is intended for a recent college or secondary school graduates, or students finishing up their studies, who are interested in undertaking a practical work experience that will be helpful in their future job searches. The intern will be provided a stipend of MKD 700 per day, 40 hours/week. The intern is responsible for paying the personal income tax.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The DOC intern helps the DOC Specialists in the implementation of the communication strategy promoting the USAID Macedonia program to external audiences and assist with plans to commemorate the 50<sup>th</sup> anniversary of USAID. One of their most important roles will be to suggest ideas about how to increase public awareness of programs and projects being funded by USAID. The DOC Intern also collects information and helps the the DOC Specialist to maintain the USAID Macedonia web site and helps in updating USAID Macedonia briefing materials in three languages (English, Macedonian, and Albanian). Also, he/she will be responsible for/maintaining the “social media” activities of the mission.

### **Under the supervision of the DOC Specialists, the Intern will:**

- Suggest ways and explore opportunities to raise awareness of USAID and its activities in Macedonia.

- Assist in maintaining and updating the USAID website in English, Albanian and Macedonian; coordinate with the website maintenance vendor and translators.
- Assist in posting FB content, Twitting, video editing and publishing videos on FB/web site
- Assist in implementation of the USAID 50<sup>th</sup> anniversary activities
- Monitor local media coverage of USAID programs and events, clip relevant articles and compile monthly media reports on the volume and tone of coverage; submit corrections and other inquiries/requests to the media as necessary.
- Assist in editing, translating and printing/publishing of USAID promotional materials, including country and sector profiles, media materials, fact sheets and briefers.
- Assist in event planning and organization, including coordination with the USAID projects, event venues, vendors and guests; translate during events as needed; prepare promotional materials, briefing papers, photos and other materials.
- Assist in coordination and logistics of VIP visits and site tours; translate during meetings; coordinate media participation and access.
- Assist in record keeping (electronic and hard copy), including maintenance of media contact database and DOC files.
- Manage the inventory of USAID banners and signs, arrange for repair and replacement if necessary, arrange for appropriate storage
- Update the invitation/guests list for special events: international organizations, editors-in-chief and deputies, business community, others as needed.
- Perform other duties as necessary/required

#### **REQUIRED QUALIFICATIONS:**

- A. **Education:** Including but not limited to recent college graduate or final year of studies in journalism, public relations, communications, sociology and psychology, economics, or other closely related field.
- B. **Prior Work Experience:** None.
- C. **Post Entry Training:** On-the-job training in USAID DOC policies and procedures, social media and media training.
- D. **Language Proficiency:** Level IV English/Macedonian (Fluent) proficiency in speaking, reading, and writing is required. Knowledge of Albanian Language is desired.
- E. **Knowledge:** Understanding/knowledge/heavy use of social media, understanding of the media environment and media trends/development in Macedonia; Understanding/knowledge of public diplomacy, public relations and corporate communications
- F. **Skills and Abilities:** social media skills, solid knowledge of media management, computer skills, office procedures, interpreting, and interpersonal skills.

#### **POSITION ELEMENTS:**

- A. **Supervision Received:** Supervision by DOC Specialist but considerable reliance will be placed on the intern's ability to be a self-starter.
- B. **Available Guidelines:** In addition to ADS, FAM, Mission Orders and Mission Notices, a large degree of assistance from other FSNs working in the department.

- C. **Exercise of Judgments:** Independent judgment is exercised in setting priorities, managing materials and job assignments, providing guidance to USAID partners, and in initiating and maintaining contacts.
- D. **Authority to Make Commitments:** The intern will have no authority to commit US government funds or the USG.
- E. **Nature, Level, and Purpose of Contacts:** The intern will occasionally represent the US government to low-level ministerial and organizational managers and directors in order to arrange meetings or consultations or provide clarification on assigned program or project activities.
- F. **Supervision Exercised:** No supervision authority.
- G. **Time Required to Perform Full Range of Duties After Entry Into the Position:** N/A

**WHO MAY APPLY:** Foreign Service Nationals.

**SELECTION PROCESS:** The best qualified applicants will be invited to an oral interview which may include a computer examination. The final applicant will be offered an internship of six (6) months, with no possibility of extension.

**ADDITIONAL SELECTION CRITERIA ARE:** USAID MACEDONIA will consider issues such as conflict of interest, nepotism and budget implications in determining successful candidacy.

**HOW TO APPLY:** Interested applicants must submit an e-mail, with subject line: “**DOC Intern – Internship Announcement 01-11**”, attaching their detailed resume and a cover letter to [bzivkova@usaid.gov](mailto:bzivkova@usaid.gov), no later than **COB September 06, 2011**