



\_\_\_\_\_  
Typed Name and Signature of American  
Supervisor

\_\_\_\_\_  
Date(mm-dd-yy)

\_\_\_\_\_  
Typed Name and Signature of Human  
Resources Officer

\_\_\_\_\_  
Date(mm-dd-  
yy)

### 13. BASIC FUNCTION OF POSITION

The Outreach Coordinator position has four main areas of responsibility: overseeing U.S. - Uganda exchange program recruitment, including the Young African Leadership Initiative (YALI) recruitment, alumni relations, designing and implementing the Mission's youth programs, coordinating the Mission's Muslim outreach and serving as part of the PAS social media team. S/he supports the CAO, IO, and PAO in the development of PAS alumni events for YALI and other groups and supports involvement of exchange alumni in Mission activities and in global alumni activities. S/he also coordinates activities related to youth and Muslim outreach to promote Mission goals, including mutual understanding and a better understanding of U.S. society and values. S/he uses social media to amplify PAS programs and support Mission goals.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

**Alumni Relations Management:** Monitor and further strengthen the progress of Uganda-U.S. exchange alumni associations. This work includes a) encouraging alumni to join or register them onto the ECA alumni website, State Alumni; b) monitoring the professional development and accomplishments of individual alumni c) working with alumni to write strong alumni project proposals. Finds and nominates appropriate candidates and coordinates interview process as appropriate for PAS cultural and educational exchange programs, including the YALI Mandela Washington Fellowship. Acts as the primary point of contact for Washington program officers on alumni issues. **40%**

**Youth Outreach Coordination:** Coordinates youth strategy from all Mission agencies and sections and ensures—where necessary—goals and objectives include a youth component. Manages the Mission's engagement youth groups such as Generation Change, as well as any others designated by the Ambassador or PAO. **25%**

**Muslim Outreach Program Coordination:** Advises the Front Office, the PAO, and other agency and section heads on Muslim issues that may impact the Mission's priority goals. Develops contacts for both issues in government, private sector, NGOs, cultural, and education institutions for public diplomacy purposes. As part of the Muslim Outreach portfolio, manages the Mission's engagement with Uganda's Muslim organizations, including mosques, community organizations, and schools. Manages outreach activities during Ramadan and other important dates/holidays. Drafts speeches for the PAO and the Front Office related to Muslim outreach. Acts as the primary point of contact for Washington program officers on Muslim and interfaith. **20%**

**Social Media:** Drafts and designs Facebook, Twitter and website content that supports Mission goals, with a special focus on topics of interest to youth. Understands how to effectively engage audiences on social media. **15%**

### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

#### a. Education

Completion of a university degree in business administration, liberal arts, or science from a college or university in the United States is required.

#### b. Prior Work Experience

Two years of progressive work experience office management, public relations, or secretarial is required

#### c. Post Entry Training

N/A

#### d. Language Proficiency:

List both English and host country language(s) requirements by level (*II, III*) by level and specialization (*sp/read*)

Fluent (Level IV) English language proficiency – speaking and writing are required.

**e. Job Knowledge**

Thorough technical knowledge of computer and audio-visual equipment, as well as social media platforms like Facebook and Twitter. The incumbent also needs to have knowledge of Uganda's large youth population and its vibrant Muslim community. The incumbent needs to also have knowledge of event planning.

**f. Skills and Abilities**

Ability to use Windows based computer applications including MS Word, and Excel, presentation and excellent typing skills is required. Initiative, discretion and the ability to work independently is required. Exceptional public speaking, drafting, interpersonal skills, tact, sensitivity and maturity to deal comfortably with high ranking officials from both Ugandan and the U.S. is required. Occasional evening, weekend, travel and overtime work is required. Must be able to obtain a public trust security clearance.

**This position description in no way states or implies that these are the only duties to be performed by the incumbent .Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her Agency.**

**16. POSITION ELEMENTS**

**a. Supervision Received**

From the PAO, CAO and IO

**b. Supervision Exercised**

Budget practices  
Grants monitoring  
Summer hire

**c. Available Guidelines**

FAM  
Grants Policy Directives  
Web Rabit  
State Alumni Coordinator Guidelines

**d. Exercise of Judgment**

Incumbent will be expected to budget his/her own time, and juggle competing priorities. Will have to be able to make decisions in a fast-paced environment. Will have to balance taking direction from three FSOs.

**e. Authority to Make Commitments**

None.

**f. Nature, Level and Purpose of Contacts**

Alumni of U.S. – Uganda exchange programs  
U.S. Speakers  
VIP visitors  
Other sections and agencies represented at U.S. Mission Uganda

**g. Time expected to Reach Full Performance Level**

90 days

