

OIG – Department of Health and Human Services

Job Announcement: Public Affairs Specialist

Washington, DC
Full Time Salary

Summary:

This position is located in the Department of Health And Human Services, Office of Inspector General, Immediate Office. You must meet the requirements of the job by 11:59 (Eastern Standard Time) of the closing date: 07/30/2021

Responsibilities:

Must be a recent graduate - Applicants must have completed within the previous two years a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution; OR be a veteran, as defined in 5 U.S.C. 2108, who due to military service obligation, was precluded from applying to the Recent Graduate Program during any portion of the 2-year eligibility period shall have a full 2-year period of eligibility upon his/her release or discharge from active duty.

- The incumbent of this position conducts a public affairs program for HHS OIG with responsibility for planning, and communicating the organization's programs, policies, and activities. Transmits informational materials to a variety of publics to enhance the understanding of certain attitudes and practices advocated by the organization.
- Establishes and maintains effective working relationships with representatives of the print and broadcast media and national organizations interested in the aspects of the agency's programs. Analyzes work products, public engagements for content, accuracy, balance, placement, audience, source timeliness, message, frequency and subsequent related postings related to HHS OIG operations.
- Maintains targeted outreach campaigns through research, planning, writing, production, and posting of content on digital media platforms to facilitate public understanding of the agency's work.
- Uses a variety of methods and techniques in achieving communication goals such as producing news releases, broadcast scripts, feature articles, media interviews, news conferences, exhibits, brochures, pamphlets, social media content, etc.
Recommends specific information activities designed to meet these challenges. Analyzes information needs in terms of the stakeholder needs to be met and provides advice on program information problems to program staff.
- Prepares plans for campaigns to disseminate information about organization's programs. Organizes campaigns to bring about timely and coordinated use of all tools and skills available in the organization, within the agency, and with cooperating State and other Federal agencies. Prepares basic campaign materials including fact sheets, news releases, feature articles, broadcast scripts, and other materials.
- Establishes and maintains effective working relationships with federal and state officials, extension services and other cooperating agencies as well as with online, print and broadcast media, and industry organizations.

Qualifications:

Applicants must meet all the qualification requirements, including education, and any selective placement factors described below within 30 days of the closing date of this announcement. Education used as part of an application package will only be considered if complete transcripts are submitted and must be from an accredited institution as recognized by the U.S. Department of Education. To see if your institution is accredited, please follow this link: <http://ope.ed.gov/accreditation/Search.aspx>

Positive Education Requirement: This position has a position education requirement, as indicated below. **A complete transcript showing relevant coursework and degrees must be submitted with your application package.** A list of completed courses or incomplete transcripts will not be accepted.

Applicants must have 1 year of specialized experience equivalent to the next lower grade level (GS-7) in the Federal service which provided the applicant with the knowledge, skills and abilities to perform the duties of the position. **Qualifying specialized experience must demonstrate the following experience:**

- Assisting with preparing communication items such as fact sheets, news releases, and broadcast scripts;
- Communicating agency mission and activities through social media, web, and other platforms; and
- Utilizing at least two of the following Microsoft Office functions: Word, Excel, PowerPoint, and Desktop Publishing.

Applicants may substitute two full years of graduate level education leading to a master's degree, or possess a master's or higher degree, in Public Affairs work that provided the knowledge, skills, and abilities to do the work of this position. (Eighteen semester hours is generally equivalent to one year of graduate education). NOTE: Applicants must submit supporting transcripts if qualifying based on education. **OR**

Applicants may combine graduate level education and specialized experience to equal one year of specialized experience. To compute this, first determine your total qualifying experience as a percentage of the experience required under letter A above. (For example, 6 months of professional experience equals 50% of the experience requirement.) Then, determine your graduate education as a percentage of the education required under B above. (For example, 9 semester hours of creditable graduate work equals 50% of the education required.) Add the two percentages together. The total must equal at least 100 percent to qualify. The first 18 semester hours may not be credited towards specialized experience. NOTE: Applicants must submit supporting transcripts if any part of qualifications is based on education.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. Your resume should include the dates of all qualifying experience (from month/year to month/year) and the number of hours worked/volunteered per week.

[Click Here for more detail and how to apply](#)