

**EMBASSY OF THE UNITED STATES OF AMERICA
ABUJA, NIGERIA**

VACANCY ANNOUNCEMENT

Post Video Project – Producer
Eligible Family Members and Members of Household of U.S. Citizen Employees at
U.S. Mission - Abuja

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| POSITION TITLE: | Post Video Producer |
| ORGANIZATION: | U.S. Embassy – Abuja, Nigeria |
| TYPE OF APPOINTMENT: | Contractor |
| SALARY: | Flat Rate US\$800.00 |
| OPENING DATE: | October 09, 2009 |
| CLOSING DATE: | October 26, 2009 |
| DURATION OF EMPLOYMENT: | November 1, 2009 to January 5, 2010 |

Non-Personal Services Contract Opportunity, American Embassy - Abuja:

The U.S. Embassy-Abuja, Nigeria is seeking an authorized adult Eligible Family Member or Member of Household, representing the Mission community, to work with the CLO (Community Liaison Office at the Embassy) to produce a Post Video for the Overseas Briefing Center beginning no later than November 1, 2009. There is no set work schedule, but the project must be completed by January 5, 2010. The project involves visiting various locations which service the Mission community, including, but not limited to stores, schools, restaurants, shopping centers, agency compounds within the Mission and suppliers of goods and services most frequently used by the U.S. direct-hire community. Examples of post audiovisual formats are included on the OBC-BNET “videos on demand” website at

<http://fsi.state.gov/fsi/tc/default.asp?Sec=Overseas%20Briefing%20Center&Cat=Audiovisuals>.

DESCRIPTION OF WORK: The Post Video serves as a bidding tool for potential clients seeking to bid on their next assignment. The narrated live footage post-specific DVD will be created using the guidelines provided on the OBC website at

<http://fsi.state.gov/fsi/tc/default.asp?Sec=Overseas%20Briefing%20Center&Cat=Audiovisuals>.

The successful candidate will be required to collect and edit all footage and present a final product to the CLO for final approval before forwarding to OBC.

DESIRED QUALIFICATIONS: Interested individuals should be familiar with the filming, narrating and editing process. Knowledge of the service providers and needs of the Mission community is helpful. He/she must be an authorized adult Eligible Family Member or Member of Household of a USG employee officially assigned to U.S. Mission Abuja.

COMPENSATION: The Government Price Estimate for this service is US \$800. The successful candidate is responsible for paying her/his own income tax. Payment will be made upon completion and submission of the DVD to OBC and after presentation of a proper invoice.

CLOSING DATE FOR OFFERS: Interested parties should submit a resume to the Embassy’s Human Resources Office detailing their qualifications to perform this project and any relevant experience. **The deadline for submitting resumes is October 26, 2009.**