EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-15-13

OPEN TO U.S. Citizen Eligible Family Members (USEFMS) - All Agencies

Current mission employees serving a probationary period are not eligible to apply.

POSITION **Facilities Assistant (Assistant Facility Manager)**

OPENING DATE Tuesday, October 27, 2015

CLOSING DATE Tuesday, November 10, 2015

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY Not-Ordinarily Resident (NOR): FP-05

The U.S. Embassy in Khartoum, Sudan is seeking qualified Eligible Family Member for the position of Facilities Assistant (Assistant Facility Manager) in the Office of Facility Management (FAC) Office.

BASIC FUNCTION OF POSITION

Serves as the Assistant Facility Manager with responsibility for the operation of the chancery and other facilities on the Embassy compound including all major building systems and related equipment. Also monitors and coordinates day-to-day operation of facility operation at residences. Acts as the single point of contact for coordinating all operation works in chancery and residences, i.e. city water and city power routine works, repairs or modifications, and contractors. Incumbent is responsible for supervision of the plant operations, for the efficient operation of all building systems, for overseeing the preventive maintenance program, for repair of the buildings, and all building systems, including plumbing, HVAC, electrical, and others. Also assists with safety programs and concerns.

QUALIFICATIONS (REQUIRED)

Applicants must meet ALL of the following criteria to be considered for employment

1. **Education:**

   Associates degree in Project Management, Property Management, Engineering, or related equivalent training, certification, or experience is required.

2. **Work Experience:**

   3 years of work experience in Facility Management, Construction Management, or practical experience in the building maintenance systems, operations and equipment, or in a related field is required.

3. **Language Proficiency (Applicants will be tested as applicable):**

English: Level III (Good Working Knowledge)

4. **Skills and Abilities:**

- IT Software - Office computer software, such as MS Office is required.
- Mechanical operation - utilize sophisticated maintenance tools to track, record, troubleshoot and fine tune processes and efforts.
- Internal Communication - internal key point of contact. Must be able to routinely collaborate within Facility Management, and other sections at Post, including Americans and FSN staff as needed or required.

HIRING PREFERENCE ORDER:

1. USEFM who is ALSO a preference-eligible U.S. Veteran
2. USEFM OR a preference-eligible U.S. Veteran
3. FS on LWOP

SELECTION CRITERIA

1. Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
2. Selected candidates must obtain a moderate Public Trust security clearance prior to beginning work.
3. When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".

   - **ONLY Application Form DS-174 will be accepted.**
   - **Attachments of any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.) must be submitted.**
   - **Applications submitted on any other form, or with attachments, will NOT be considered.**

2. Completed applications must be received on or before 04:30 PM on the closing date.

   - Applications received after the closing date will not be considered.

3. Applications may be submitted as follows:

   - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).

   - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.

4. Candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).