



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-35

OPEN TO Eligible Family Members (EFM)
Current mission employees serving a probationary period are not eligible to apply.
POSITION **Human Resources Assistant**
OPENING DATE Wednesday: June 16, 2011
CLOSING DATE Wednesday: June 30, 2011
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FP-06 \$44,737

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking a qualified Eligible Family Member for the position of Human Resources Assistant at the Human Resources Office.

BASIC FUNCTION OF POSITION

The incumbent of the position is responsible for administering the Eligible Family Member employment Program, and assists the HRO as required. The incumbent analyzes a wide range of complex State Department, rules and regulations, and resolves problems/situations that relate to appointments, security clearances, terminations/ resignations, pay adjustments, and leave for EFM employees. The incumbent must possess analytical skills and judgment to determine the best solutions in executing their duties and resolving a myriad of HR related issues.

QUALIFICATIONS (REQUIRED)

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

1. Education:

High school diploma.

2. Work Experience:

2 years of administrative office work experience.

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

English Level IV(Fluent)

4. Skills and Abilities:

- Must have strong interpersonal skills.
- Excellent oral and written communication.
- Computer skills (Word, Excel and Access.
- Typing speed 35 words per minute.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.

- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- 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.**
 - **DO NOT attach any additional documents.**
 - **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 provide a copy of their Form DD-214 with their application.