



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-11-23**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Political Assistant (Elfasher)  
**OPENING DATE:** Thursday, February 24, 2011  
**CLOSING DATE:** Thursday, March 10, 2011 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-9

**"Applicants who applied before are permitted and encouraged to apply"**

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of Political Assistant (Elfasher) in the Political Section (POL). This position is initially assigned to Khartoum and when appropriate, incumbent will be reassigned to El Fasher.

**1. BASIC FUNCTION OF POSITION:**

Serves as assistant to the Political Officer, covering a broad spectrum of activities related to operations normally associated with an Embassy, but not currently carried out through a field presence in El Fasher, North Darfur State, Sudan. Initially assigned to Khartoum and when appropriate, incumbent will be reassigned to El Fasher.

Gathers, analyzes, and reports information from a variety of sources in the area. Arranges appointments for Political Officers and visiting delegations with Sudanese contacts and conducts translations for meetings. Incumbent is directly supervised by the El Fasher-based Political Office from Embassy Khartoum.

**2. MAJOR FUNCTIONS AND RESPONSIBILITIES:**

1. Submits analytical and factual reports to the Political/Economic Officer on various current political, social, cultural, peace process and economic status reports by reading the daily newspapers, monitoring the media and through personal contacts. Prepares biographic reports on important Darfurian political figures and leaders. 25% of time
2. Accompanies American officers to meeting in order to obtain information from provincial or local officials. Acts as interpreter for visiting officials or American officers. 25% of time
3. Makes and maintains contacts with Sudanese Government officials, politicians, civic leaders and security officials at all levels. 20% of time
4. Assists with visits from Embassy Officers and USG VIP visitors to include limited logistical arrangements (accommodations, travel, and airport expediting) and scheduling of meetings. Assists with organizing and hosting representational events. 10% of time

- 10% of time
5. Explains US foreign policy as it relates to Darfur to local audiences.
- 5% of time
6. Prepares background information to be used in briefing official visitors or in supplying information to other elements of the mission on political matters.
- 5% of time
7. Performs other duties as assigned.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** Bachelor's Degree.
2. **Prior Work Experience:** Three to five years professional work experience as an interpreter or political analyst working with an international non-governmental organization (NGO) or governmental organization (GO). Previous work experience in Darfur desired, but not required.
3. **Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English	Level IV Fluent	Level IV Fluent	Level IV Fluent
Arabic	Level IV Fluent	Level IV Fluent	Level IV Fluent

4. **Skills:**
  - Impromptu translation skills are a requirement, both orally during appointments involving American officers with high level officials, and in translating official diplomatic notes and other correspondence.
  - Excellent organizational and planning skills are required.
  - Solid computer skills in word processing (Word), spreadsheet (Excel), database management (Access), graphics (PowerPoint), email and internet-based research is required.
  - Must be available to work in El Fasher, Sudan.

**SELECTION PROCESS:**

- Applicants must be eligible for appointment under local government laws and regulations.
- 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 in order to be eligible for hire.
- When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current FSN employees serving less than one year in their current positions are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

**Interested individuals for this position should submit the following or the application will not be considered:**

1. DS-174, Application for Employment for LES and Eligible Family Members. This form and all information about the positions and application procedures are available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
2. 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.
3. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
4. Applications may be submitted through:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).

**OR**

- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy, Khartoum  
Telephone: 249-1-870-22000 Ext. 2613

**DEFINITIONS:**

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.
- EFMs without US Social Security Numbers are also OR.

All OR employees, including US citizens, are compensated in accordance with the LCP.

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***The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.***

***The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*