



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-29

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION Procurement Supervisor (Contracting)
OPENING DATE Thursday: April 28, 2011
CLOSING DATE Thursday: May 12, 2011
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FSN-9 /17,903.0USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individuals for the position of Procurement Supervisor (Contracting) at the General Service Office.

BASIC FUNCTION OF POSITION

Incumbent exercises direct supervision of procurement agent and assistant positions, and is the primary contracting specialist.

QUALIFICATIONS (REQUIRED)

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

- 1. Education:**
Successful completion of secondary school.
- 2. Work Experience:**
At least four years experience in the procurement field; at least three years experience with a U.S. agency and one year supervisory experience.
- 3. Language Proficiency (Applicants Will be tested as applicable):**

English Level IV(Fluent)
Arabic Level IV(Fluent)

4. Skills and Abilities:

- Strong interpersonal skills in dealing tactfully yet effectively with American customers.
- Must have a valid driver's license for light vehicles.
- Must be proficient in use of computers, including Excel spreadsheets and Microsoft Word.
- Must be able to supervise efficiently.

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.