



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-30

OPEN TO US Citizen Eligible Family Members (USEFMS)
Current mission employees serving a probationary period are not eligible to apply.
POSITION Mailroom Supervisor
OPENING DATE Wednesday: May 18, 2011
CLOSING DATE Wednesday: June 01, 2011
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FP-09 31,963

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified Eligible Family Member for the position of Mailroom Supervisor at the Information Management Office.

BASIC FUNCTION OF POSITION

EFM mailroom supervisor position is located at Embassy Khartoum and is under the direct oversight from the Information Programs Officer (IPO). The incumbent will supervise two full time Locally Engaged Staff (LES) and the day to day mailroom operations, primarily responsible for providing and assisting with the daily administration of the diplomatic mail and pouch operations at the Embassy. Additionally, the position will be providing unclassified Information Technology (IT) and telecommunications support for VIP visits as needed.

QUALIFICATIONS (REQUIRED)

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

1. Education:

Completion of High School.

2. Work Experience:

3 years general work experience using computer-based data processing equipment.

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

English Level IV(Fluent)

4. Skills and Abilities:

- Must demonstrate good customer service and organizational skills.
- Must have sound search capabilities in finding resources useful to the operation and for customers.
- Must have the ability to work independently and be resourceful in finding solutions customer's mail issues.
- Must have good interpersonal relationship skills and be able to work in stressful environment.
- Must have good analytical skills.

- Must be computer literate: Must possess basic computer operation skills, including but not limited to using Microsoft Office applications, compose, edit and save word documents, compose and send Outlook/emails, browsing Intranet/Internet and print files and forms.

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.