



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-31

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION administrative assistant (El Fasher)
OPENING DATE Wednesday: July 13,2011
CLOSING DATE Wednesday: July 27,2011
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FSN-7 /11,985.00 USD

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 administrative assistant at the General Service Office.

BASIC FUNCTION OF POSITION

Serves as the administrative assistant to GSO Office, covering a broad spectrum of responsibilities to ensure smooth functioning of Embassy activities in El Fasher, Sudan. Manages all aspects of supply and maintenance for two Department of State leased residences that include working space. Supervises four local staff who works at El Fasher facilities. Expedites air travel to and around El Fasher and manages representational events. Additionally is responsible for maintenance of property documents for USG property in El Fasher. Incumbent is directly supervised by and reports to the General Service Officer from Embassy Khartoum.

QUALIFICATIONS (REQUIRED)

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

1. Education:

Two years Diploma.

2. Work Experience:

Three years of professional work experience in Administration, Logistics, Facilities Management, Security or other related field. Two years of supervisory duties

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

English Level III(Good working Knowledge)
Arabic Level III(Good working Knowledge)

4. Skills and Abilities:

- Must have basic home repair skills
- Must have standard computer skills in using Microsoft package(word, Excel)

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.