



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-40

OPEN TO Eligible Family Members (EFM)
Current mission employees serving a probationary period are not eligible to apply.
POSITION Housing Coordinator
OPENING DATE Monday: July 25 2011
CLOSING DATE Monday: August 8, 2011
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FP-07 \$39,994

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 Housing Coordinator at the General Service Office.

BASIC FUNCTION OF POSITION

Under the supervision of the Assistant General Services Officer (A/GSO) responsible for Post Housing, position is responsible for assisting with managing post's residential housing program. The Housing Coordinator is the primary point of contact on all housing matters between GSO and Facilities Maintenance to ensure that all residences conform to Department of State standards. Conducts inspections of available housing to ensure condition suitability before arrival and departure of occupants, and processes appropriate inspection reports and forms. Assists personnel with appropriate furnishings and/or equipment needs. The position is full time.

QUALIFICATIONS (REQUIRED)

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

1. Education:

High School education.

2. Work Experience:

2 years of administrative work or previous work experience.

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

English Level IV (Fluent)

4. Skills and Abilities:

- Must be able to write inventory and spreadsheet reports.
- Must have basic skills in the use of computer applications.
- Must be courteous with customers and have good interpersonal skills.
- Must have a valid international driver's license.

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.