



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-54

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION **Assistant Motor Pool Supervisor**
OPENING DATE Tuesday: November 15, 2011
CLOSING DATE Tuesday: November 29, 2011
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FSN-7 USD 11,985.00

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Assistant Motor Pool Supervisor at the General Service Office.

BASIC FUNCTION OF POSITION

Responsible for motor vehicle fleet management including day-to-day supervision of vehicle maintenance shop. Includes responsibility for maintaining vehicles in good condition and ensuring safe operation of over 100 official vehicles, passenger and utility. Supervises drivers assigned to Motor Pool and the Motor Pool Clerk.

Reports directly to the FSN Motor Pool Supervisor and is the backup motor pool supervisor in his absence.

QUALIFICATIONS (REQUIRED)

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

• **Education:**

University Degree

• **Work Experience:**

(2) Years work experience in the area of managing motor pool vehicle operations. (1)Year of general supervisory experience.

• **Language Proficiency (Applicants Will be tested as applicable):**

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

• **Skills and Abilities:**

- Must have good keyboard/data entry, IT software and numerical skills in order to enter T&A into WINTA and prepare Employee Performance Reports.
- Must have a valid Sudanese driver's general license and be able to drive all general use vehicles in the pool.
- Must be able to maintain accurate records for fleet and supervises personnel.

- Must have excellent interpersonal, managerial, and problem-solving skills.

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.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.