



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-22

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Motor Pool Supervisor
OPENING DATE: Sunday February 13, 2011
CLOSING DATE: Sunday February 27, 2011 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-08

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of Motor Pool Supervisor in the General Service Office (GSO) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

Plans, directs, and coordinates Assistant Motor Pool Supervisor, Automotive Maintenance Foreman & crew, Motor Pool Clerk, Chauffeurs and Dispatchers to provide efficient transportation and a high level of customer service to all motor pool customers. Directly reports to the A/GSO who is assigned with Motor Pool operations responsibility. Responsible for over 140 vehicles including light trucks and heavy delivery trucks as well as passenger vehicles. Khartoum's motor vehicle operations are comprised of 42 drivers, 5 dispatchers, 1 motor pool clerk and a 5-person vehicle maintenance section.

MAJOR DUTIES AND RESPONSIBILITIES:

--Ensures Motor pool vehicle operation services are provided to customers in accordance with Post's General Services ICASS Service Provider Standards.

Motor Pool supervision duties: 40%

--Plans, directs, and coordinates motor pool personnel and functions of overall Post fleet management system.

--Prepares Chauffeur and Dispatcher schedules, including contingencies for sickness, leave, etc. Schedules work shifts and vacations to ensure maximum availability of resources to support customers and frequent visitors.

--Analyzes operations, keeps management informed of fleet management issues and recommends to GSO and Post Management the proper mix of resources to provide services.

--Prepares performance evaluations for Chauffeurs, Dispatchers, and Assistant Motor Pool Supervisor on a regular basis, preparing Work Development Plans as required, and taking disciplinary actions as required and in accordance with Department of State regulations and Post Policy.

--Serves as Motor Pool customer service representative, working with customers, Assistant Motor Pool Supervisor and A/GSO to determine motor pool issues and possible solutions. **25%**

--Provides assistance with or prepares schedules for VIP visits, day trips, and other non-routine requests. Coordinates motor pool support for high-level

USG visits to Sudan. Meets with GSO staff to plan and coordinate for visits and implements plans as recommended.

--Guides the Assistant Motor Pool Supervisor to ensure maximum availability of vehicles, including distribution of vehicles assigned to local staff, based on need, and advises the General Services Officer as to needed policy changes. 20%

--Oversees Assistant Motor Pool Supervisor to ensures all vehicles are in safe operating condition and operationally ready. Assists A/GSO with locating local automotive supply and service providers, including transportation, when needed.

--Ensures that daily, weekly, and annual reporting requirements concerning fleet management and motor pool usage are met on time and with accurate information by guiding Assistant Motor Pool Supervisor, Work Order Clerk and dispatchers in data collection and report preparation. Spot check information to ensure quality control.

Supervisory duties of staff: 10%

--Directly supervises the Assistant Motor Pool Supervisor, Motor Pool Clerk, and the Automotive Maintenance Foreman. Has overall supervision over the Dispatchers & Chauffeurs as well as the Mechanics who directly report to the Foreman.

--Ensures all Chauffeurs and Dispatchers and Assistant Motor Pool Supervisor receive appropriate training.

--Approves the bi-weekly Time and Attendance sheets as prepared by the Motor Pool Clerk.

Other: 5%

--Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of High Secondary School.
2. **Prior Work Experience:** Three years work experience with one year of general supervisory experience.
3. **Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

4. **Skills:**

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

SELECTION PROCESS:

- Applicants must be eligible for appointment under local government laws and regulations.

- 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 in order to be eligible for hire.
- When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current FSN employees serving less than one year in their current positions are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested individuals for this position should submit the following or the application will not be considered:

1. DS-174, Application for Employment for LES and Eligible Family Members. This form and all information about the positions and application procedures are available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 2. 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.
 3. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
 4. Applications may be submitted through:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
- OR**
- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

POINT OF CONTACT:

Human Resources Office
 U.S. Embassy, Khartoum
 Telephone: 249-1-870-22000 Ext. 2746

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.
- EFMs without US Social Security Numbers are also OR.

All OR employees, including US citizens, are compensated in accordance with the LCP.

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The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.