



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-12-002

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: OFDA Field Monitor Specialist (multiple positions)
OPENING DATE: Sunday, December 18, 2011
CLOSING DATE: Sunday, January 1, 2012- max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-10

In-house candidates should apply through their supervisors
NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/Sudan is seeking qualified individuals for the position of Field Monitor Specialist, based in Khartoum with frequent visits to various field locations in Sudan.

BASIC FUNCTION:

The OFDA Field Monitor Specialist (FMS) will provide technical, operational, and management support to the USAID Office of Foreign Disaster Assistance (OFDA) including assisting with the assessment and oversight of OFDA-supported programs and projects in the field. H/she will enhance OFDA's ability to plan, design, implement and evaluate OFDA funded activities. S/he will work within a management framework that requires coordinated interaction with the USAID Mission so as to contribute to the achievement of the Mission's overall strategic goals for assistance activities in Sudan. .

Under the overall supervision of the OFDA Senior Humanitarian Advisor (SHA) s/he will undertake frequent visits to localities where humanitarian needs and/or humanitarian assistance activities need to be assessed or observed, with particular attention to OFDA-funded programs and projects. . For this purpose s/he will develop and maintain working relationships with relevant government ministries, departments and offices including the Humanitarian Affairs Commission and state line ministries and with the UN and other international agencies and NGOs involved in humanitarian and recovery assistance in Sudan, including all current and potential OFDA grantee organizations. The OFDA Field Monitor Specialist will work as part of the OFDA team based in Khartoum, planning and undertaking field visits as required in close consultation and coordination with the OFDA Field and Program Officers. . The approach to work will reflect the USAID core values of "achieving results", "teamwork and participation", "accountability", and "customer focus".

QUALIFICATIONS REQUIRED:

--Education:

Bachelor's degree in social science, public administration or related field relevant to the planning and management of humanitarian and recovery assistance programs.

--Prior Work Experience: Minimum of five years' experience working for organizations in the field of humanitarian or recovery assistance, or community development, monitoring and reviewing or planning, designing and implementing humanitarian or recovery assistance or community development programs. .

--Language Proficiency: (This will be tested)

| | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English: | Fluent IV | Fluent IV | Fluent IV |
| Arabic | Fluent IV | Fluent IV | Fluent IV |

--Skills:

Good organisational and management skills, strong analytical skills, good social and professional judgement, excellent interpersonal skills in cross-cultural and multi-level settings; ability to interact effectively with mid and senior level government officials and to maintain collaborative working relationships within a team structure, capable of producing high quality work, often under time pressure and in complex situations, rapidly analysis information, evaluate data, and prepare reports and related documents in English and Arabic.

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.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on the U.S. Embassy web site http://sudan.usembassy.gov/usaid_vac.html.

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- RESUMES will NOT be accepted.
- INCOMPLETE applications will NOT be considered.

- Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered.

Submitting Your Application

Email completed application only once to: khartoumusaidhr@usaid.gov. Subject Line must include Position Title and Vacancy Announcement number.

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

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