



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-11-006

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Reporting and Liaison Officer

OPENING DATE: Wednesday May 11, 2011

CLOSING DATE: Wednesday, May 25, 2011 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-10

In-house candidates must 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 a qualified individual for the position of Reporting and Liaison Officer at USAID Khartoum.

BASIC FUNCTION:

The position is in the USAID/Sudan Program Office. The incumbent is a high level professional who leads all internal reporting processes for USAID/Sudan, serves as the government and donor liaison for the North, provides technical support to the program office, including processing and responding to unsolicited proposal submissions, and assisting with monitoring and evaluation functions in support of USAID/Sudan. The incumbent serves as a professional advisor to senior staff on complex in-depth country analysis for the policy formulation of the USAID development assistance in Sudan and assesses the performance of on-going programs. The incumbent must be able to take self-initiative in all his/her work.

The Program Office provides programmatic support to the USAID/Sudan Mission. The office's principal functions include: (a) oversight of program approval process; (b) monitoring/evaluation of program performance and analyses of program strategic development, relevance and direction; (c) management of program budget; (d) management of information services; (e) oversight and final preparation of Mission reports; and (f) preparation and dissemination of public information material.

The Program Office has Mission responsibility for responding to special requests from USAID/W, State Department, Congress, the U.S. Embassy in Khartoum, and implementing partners; managing USAID/Sudan's overall program and budget; providing analysis of the assistance policy and broad strategic perspective on the overall programs, developing new programs, and evaluating on-going activities; serving as staff to the Front Office and preparing special briefings and itineraries for senior visitors from outside the Mission; and coordinating activities with other international donors. The Program Office's work is high volume, fast paced, highly visible, and critical for the overall reputation of the Mission. The Program Office carries

out a variety of analytical, reporting, and program tasks, and produces high quality products within a short time frame. Program staff members have to be flexible, able to work under pressure, personally responsible for the quality of their work, and effective team players.

The Reporting and Liaison Officer will provide high level technical and analytical support to the Program Office under the direct supervision of the Supervisory Program Officer.

QUALIFICATIONS REQUIRED:

--Education:

Bachelor degree in social science, public administration, economics, international relations, English or related field.

--Prior Work Experience:

A minimum of five years of responsible professional experience demonstrating progressive responsibility and leadership, preferably with an international assistance organization.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent IV	Fluent IV	Fluent IV

--Skills:

Excellent organizational, analytical, writing, and interpersonal skills are needed. The candidate must have demonstrated the ability to work successfully independently and on teams and be flexible and produce quality products under tight deadlines. Candidate must be able to exercise significant professional judgment relating to program development and monitoring regulations and an ability to prioritize in a multi-task environment.

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.

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.

OR

Deliver one copy to: U.S. Embassy, Khartoum. USAID Applications Box is outside Consular Entrance.

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