



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-13-41

OPEN TO Eligible Family Members (EFM)
Current mission employees serving a probationary period are not eligible to apply.

POSITION General Service Office (GSO) Support Assistant

OPENING DATE Wednesday: September 25, 2013

CLOSING DATE Tuesday: October 09, 2013

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY FP-07

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 GSO Support Assistant at the General Service Office.

BASIC FUNCTION OF POSITION

As the Embassy GSO Support Assistant, assists the General Services section in providing a wide range of support services for the entire mission. Assists GSO in management of housing issues including residential assignments, make ready tasks, and coordination of general maintenance with the Facilities Maintenance section. Assists residents in placing work orders for GSO and following through to completion. Acts as a point of contact for Direct Hire Americans for housing and home maintenance issues. Assists the Assistant General Services Officer with residential furniture issues. Under the direction of the A/GSO, escorts uncleared personnel within the embassy compound and performs other duties as requested.

QUALIFICATIONS (REQUIRED)

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

1. Education:

Completion of secondary school.

2. Work Experience:

TWO (2) years of Administrative work experience.

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

English Level IV (Fluent)

4. Skills and Abilities:

- Must be able to work independently and sufficiently employ the leadership skills required to supervise four LES
- Must have superior customer service and interpersonal working skills
- Must have organizational skills and be able to perform all job activities and duties in a responsible and orderly manner.
- Must have superior computer skills and be able to use word processing and database applications. Must be comfortable with learning new computer-based property applications such as ILMS, NEPA and ARIBA.

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.