



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-14-38**

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

**POSITION** NIV Visa Assistant (Correspondence)

**OPENING DATE** Monday: June 16, 2014

**CLOSING DATE** Monday: June 30, 2014

**WORK HOURS** Full-time; 40 hour workweek

**GRADE/SALARY** FSN-07 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 NIV Visa Assistant (Correspondence) at the Consular Section.

**BASIC FUNCTION OF POSITION**

Under direct supervision of the senior NIV LES and indirect guidance of the Consular Chief, incumbent performs the processing of different categories of nonimmigrant visa applications. Responsibilities include drafting the majority of NIV correspondence, assisting in processing the Refugee/Asylee follow-to-join portfolio, and processing the full range of NIV series, including but not limited to intake and document screening, data entry, production of visas, distribution of visa-ed passports to applicants, filing NIV records, interpreting from Arabic to English and providing information by phone and in person.

**QUALIFICATIONS (REQUIRED)**

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

**1. Education:**

Two (2) years college or university Diploma studies.

**2. Work Experience:**

Three (3) years of progressively responsible administrative experience involving the application of relatively complex regulations along with extensive public customer service required. Lesser amount of experience is acceptable if acquired in the performance of substantive consular or visa work.

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

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

### **Skills and Abilities:**

- Must have excellent written English and be comfortable drafting formal correspondence.
- Must be comfortable working on a PC in a Windows environment. Proficiency with Microsoft Office products is required.
- Ability to exercise tact and good judgment under stress in dealing with the public.
- Skill in analyzing problems, using good judgment in evaluating evidence and applying complex regulatory material correctly.
- Ability to work under continuous pressure.
- Ability to take initiative in identifying ways to improve NIV processing

### **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](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 04:00 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](mailto: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 Soba, 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.