



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-12-26

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

POSITION Voucher Examiner

OPENING DATE Wednesday: August 22, 2012

CLOSING DATE Wednesday: September 05, 2012

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY FSN-7 11,985.00/USD

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 Voucher Examiner at the Financial Management Office (FMO).

BASIC FUNCTION OF POSITION

Incumbent serves as a Voucher Examiner in the Financial Management Office (FMO) in Embassy Khartoum. Incumbent reviews, analyzes, and processes travel vouchers for all Mission staff including Overseas Building Operations (OBO), State Program (State Program), Public Diplomacy (PD), and the Defense Liaison Office (DLO). Incumbent also examines utility, telephone, ORE and overseas representation Vouchers. The incumbent reports directly to the Financial Specialist and acts as backup to the other Voucher Examiner.

QUALIFICATIONS (REQUIRED)

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

1. Education:

Completion of university degree in the field of accounting, auditing or finance.

2. Work Experience:

Three to four years of progressively responsible experience in accounting, auditing, budget or U.S. Government financial work. Private sector experience in accounting/bookkeeping functions may be considered. Prior experience with and knowledge of U.S. Government regulations is highly desirable.

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

English: Level IV (Fluent)

Arabic: Level IV (Fluent)

4. Skills and Abilities:

- Must be able to use a personal computer and other office equipment such as a copier and a fax and have a proficiency in computer applications such as Excel, Word, Access and Outlook.
- Must be well organized, show attention to detail, and be able to communicate directly and clearly, both verbally and in writing.
- Must be able to comprehend and logically apply complicated regulations and procedures.
- Must possess excellent public relations skills essential to work directly with post management here in the Embassy.
- Incumbent must be able to work under pressure and be an active FMO team player.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law.
- 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 04:00 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. 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. Or by hand to the US Embassy, Juba addressed c/o Faustino Jadri.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.