



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-12-003

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

**POSITION:** Project Management Specialist (Food Aid)

**OPENING DATE:** Sunday, February 26, 2012

**CLOSING DATE:** Sunday, March 11, 2012 - 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.

The USAID/Sudan is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Project Management Specialist (Food Aid) in the Food for Peace office at USAID Khartoum.

**BASIC FUNCTION:** The Project Management Specialist (Food Aid) will ensure effective management and targeting of FFP resources in Sudan. His/her primary responsibilities are to monitor food security, the need for international food assistance, and the effectiveness and quality of implementation of Title II-funded food aid programs in Sudan and to prepare reports to inform the USAID Mission, FFP/Washington and the regional FFP Office in Nairobi.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

-- **Education:** Bachelor's degree is required in a field relevant to food security and food aid program management, such as agriculture, nutrition, international development or economics

-- **Prior Work Experience:** At least five years of progressively increasing responsibility in Humanitarian Assistance, including experience working in Darfur and food aid, or related field work experience is required.

-- **Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

-- **Skills:**

- Competency in computer basic skills, to include knowledge of Microsoft Word and Excel, e-mail, and internet required. **(This will be tested)** competence in analytic packages desirable.
- Ability to review, evaluate and apply complex policies and regulations.

- Ability to provide rapid, concise, accurate reporting, both verbally and in writing.
- Ability to grasp and theorize the complexities of food security, the wide variety of dynamic, influencing factors and the potential influence of international food assistance
- Experience collecting and analyzing qualitative and quantitative data related to complex concepts of food security and influencing factors
- Ability to work cooperatively in teams and multicultural environment
- Willingness to regularly undertake extensive field work assignments for weeks at a time, often in austere conditions, spending approximately 50% of the time in Darfur
- Good interpersonal communication skills
- A solution-seeking attitude.

**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/usaaid\\_vac.html](http://sudan.usembassy.gov/usaaid_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@usaaid.gov](mailto:khartoumusaidhr@usaaid.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***