



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-13-02

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION Work Control Clerk
OPENING DATE Sunday: January 13, 2013
CLOSING DATE Sunday: January 27, 2013
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FSN-5 USD 9,349.00

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 Work Control Clerk at the Facility Maintenance Section (FMS).

BASIC FUNCTION OF POSITION

The incumbent serves as the work order clerk in the Facilities office. The incumbent reports directly to the Facility Manager. Incumbent receives and distributes information on routine maintenance work for residential properties, official residences, office building such as the chancery and RAO annex. In addition manages work orders for warehouse properties, GSO motor pool/garage, and such as the General Service Compound. Receives work order requests via telephone, e-mail, and electronic work orders and enters the information into the PASS work order system.

QUALIFICATIONS (REQUIRED)

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

• **Education:**

Successful completion of secondary school.

• **Work Experience:**

(2) Two years clerical experience. Word processing or data entry experience.

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

English Level III (Good Working Knowledge)
Arabic Level III (Good Working Knowledge)

• **Skills and Abilities:**

- Must be able to deal pleasantly and effectively with people under stressful situations.
- Must be able to evaluate and prioritize work requirements.
- Must be able to discuss maintenance activities on the telephone.
- Must be able to take complete messages and work orders, and to write English clearly, neatly and reasonably.

- Must be able to perform all job activities and duties in a responsible manner to avoid the creation of safety or health hazards.
- Must be able to type a minimum of 35 WPM

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. Or by hand to the US Consulate, Juba addressed c/o Faustino Jadri.
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4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.