



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-13-09**

<b><u>OPEN TO</u></b>	All interested and qualified candidates Current mission employees serving a probationary period are not eligible to apply.
<b><u>POSITION</u></b>	Audio-Visual Technician
<b><u>OPENING DATE</u></b>	Thursday: February 07, 2013
<b><u>CLOSING DATE</u></b>	Thursday: February 21, 2013
<b><u>WORK HOURS</u></b>	Full-time; 40 hour workweek
<b><u>GRADE/SALARY</u></b>	FSN-8 16,175.00/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 Audio-Visual Technician at the Public Diplomacy Section (PAS).

**BASIC FUNCTION OF POSITION**

Under the direction of the Public Affairs Officer (PAO) the incumbent serves as the Audio Visual technician/Web Site Content Manager. Operates multimedia equipment, provides graphics support to all associated agencies at Post, and maintains the Dedicate Internet Network (DIN) for Public Diplomacy (PD). The incumbent performs and provides analysis and management advisory services in support of increasing the efficiency and effectiveness of PD operations through increased automation. Develops and proposes policies and procedures, and makes recommendations to management concerning the procurement of equipment and software to further the Embassy's PD mission. The incumbent is responsible for coordinating all Information Technology for the PD section with the IMO office and outside vendors. The incumbent tests, and operates the unclassified Digital Videoconferencing equipment and is responsible for organizing and carrying out all tasks involving installing, maintaining, setting up, operating, placing and upgrading a wide variety of Audio Visual and digital technology equipment & materials for all official activities run by the Public Affairs Section in support of the Mission. Advises on proper format for placement on local broadcast media and at educational/cultural institutions.

**QUALIFICATIONS (REQUIRED)**

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

**1. Education:**

Bachelor's degree in computer science or information systems management.

**2. Work Experience:**

Three years of progressively responsible experience, primarily of a technical, administrative or communications media nature. Part of work experience should be connected with computer graphics and design.

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

English: Level IV (Fluent)

Arabic: Level IV (Fluent)

**4. Skills and Abilities:**

- Must have the ability to coordinate the development and maintenance of two-way communications and promote computer and automation services.
- Familiarity with computer and related equipment, data management routines, data restore procedures, and utility programs.
- Must be skilled in interpersonal relationships and have demonstrated the ability to work with others.
- Must be able to balance and prioritize multiple simultaneous tasking, including desktop publishing projects and office equipment repair and installation.

**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](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 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.