



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT VA-16-07

OPEN TO: All South Sudanese Nationals. Current Mission employees serving probationary periods are not eligible to apply.

POSITION: Mail & File Clerk

OPENING DATE: Tuesday, May 10, 2016

CLOSING DATE: Tuesday, May 24, 2016 - 4:30 p.m.(South Sudan Time)

WORK HOURS: Full-time; 40 hours/Week.

GRADE: Full performance grade level for this position is: FSN-5 (\$9,349-\$14,029). A training grade level, below FSN-5, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualification, and relevant work experience.

The United States Agency for International Development (USAID) South Sudan is seeking applications for the position of Mail & File in the Executive Office.

Job Summary

This is a non-supervisory position in the USAID Executive Office. Incumbent performs and assists in all areas of the unclassified mail operations, including the Diplomatic Pouch Office (DPO), servicing all Mission personnel. Reports directly to the Communication & Records Assistant.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Prepare outgoing and processes incoming unclassified diplomatic pouches, both official and personal for the entire South Sudan Mission, using both Integrated Logistics Management System (ILMS) to ensure accountability. Travel to and from the airport and courier companies (DHL, EMS) to clear incoming and deliver outgoing unclassified diplomatic pouch, diplomatic mail, and local mail for both personal and official use at the Mission.
2. Screen all incoming official and personal mail for hazardous substances by following standards set by the Regional Security Officer to protect the mission buildings and its members. Sort all personal and official mail, notify recipients via email, and manage records of all registered transactions. Provide customer service to all Embassy personnel on a daily basis, assist customers with missing articles and interpreting USPS and Diplomatic Pouch regulations.
3. Forward mail to transfer employees. Use Embassy supplied copy machines to reproduce Embassy material as needed.

QUALIFICATIONS REQUIRED:

- a. Education: Completion of Secondary School/High school.
- b. Prior Work Experience: At least 2-3 years' experience in administrative work or any job related experiences.
- c. Post Entry Training: None.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (III) Must be able to read/write/speak English.
- e. Skills and Abilities: Incumbent must be able to operate a computer, with knowledge in Microsoft Suite (Word, Excel); Must be organized, know how to plan his/her day, Must be able to drive with a valid drivers' license. Incumbent should be fully familiar with all aspects of mailroom operations, to include the reconciling of courier and airport invoices, and should participate in any function that needs to be done when not occupied by their own job requirements.

HOW TO APPLY

Applicants are required to submit an application package, along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV. In addition, applicants should submit Form DS-174. This form is available on the US Embassy web site: <http://southsudan.usembassy.gov/about-us/job-vacancies.html> Options for submission of application materials:

1. To USAID/South Sudan by email at jubahr@usaid.gov
Subject line: Mail and File Clerk
OR
2. Deliver one copy to USAID/South Sudan, Juba. Application box is inside the first entry door at the U.S. Embassy.

Your application may not be considered without all of these aspects included.

A strong and clear cover letter expressing reasons for the interest in the position and describing the candidate's qualifications and contributions which they can provide to USAID/South Sudan operations is required. The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date resume/CV
3. USAID Application Form DS-174 (to be filled out completely)

Note:

1. Only short-listed candidates will be notified.
2. This vacancy is only open to nationals of South Sudan.
3. Application submission without the required Form DS-174 and supporting documents will not be considered.
4. No in-person appointments or telephone calls will be entertained.

It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.