EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-33

OPEN TO   US Citizen Eligible Family Members (USEFMS)
Current mission employees serving a probationary period are not eligible to apply.
POSITION   Program Support Assistant (Education Advisor)
OPENING DATE   Wednesday: May 30, 2011
CLOSING DATE   Wednesday: June 13, 2011
WORK HOURS   Full-time; 40 hour workweek
GRADE/SALARY   FP-06 $44,737

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified Eligible Family Member for the position of Program Support Assistant (Education Advisor) at the Public Affairs Section.

BASIC FUNCTION OF POSITION

The incumbent would assist in the planning, development, implementation, and administration of the Mission's Public Affairs Educational Advising programs. This is a non-sensitive, full-time, ICASS position. Incumbent reports directly to the Public Affairs Officer.

QUALIFICATIONS (REQUIRED)
Applicants must meet ALL of the following criteria to be considered for employment

1. **Education:**

   Bachelor's degree from a US accredited college or university in liberal arts, education or management.

2. **Work Experience:**

   3 years of relevant experience in international higher education, research, teaching, social and public services, youth work, leadership in international student affairs on campus, management or administration. Familiarity with American educational, as a student, administrator or instructor

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

 English Level IV(Fluent)

4. **Skills and Abilities:**

- Superior interpersonal skills, including written and oral communication skills and good public speaking skills.
- Must have sophisticated interviewing, counseling, problem solving and analytical skills necessary to accurately assess a prospective student's requirements and abilities to find and convey appropriate information to them.
- Significant abilities include analytical ability, intellectual curiosity, initiative and resourcefulness.

- Must be able to plan and execute programs independently and able to plan ahead in year-long cycles.
- Cultural sensitivity, good computer skills (internet research), training skills, and management skills are also essential to the position.

- Must be computer literate: Must possess basic computer operation skills, including but not limited to using Microsoft Office applications, compose, edit and save word documents, compose and send Outlook/emails, browsing Intranet/Internet and print files and forms.

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.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.