



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-34

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION Travel Assistant
OPENING DATE Monday: June 6, 2011
CLOSING DATE Monday: June 20, 2011
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FSN-7 /11,985.0 USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individuals for the position of Travel Assistant at the General Service Office.

BASIC FUNCTION OF POSITION

Provides full range of travel assistance and, where necessary, arrangements for temporary lodging accommodations for US Government employees assigned to the post, locally employed staff and temporary duty personnel considering most direct routes, salary and per diem costs, air fares, balance payments considerations, and other pertinent factors in accordance with US Government regulations. Ensures travel services are provided to customers as in accordance with Post's General Services Office ICASS Service provider Standards.

QUALIFICATIONS (REQUIRED)

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

1. Education:

Successful completion of 2 years of college.

2. Work Experience:

Five years of progressively responsible experience in the travel or shipping fields. One year supervisory experience.

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

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

4. Skills and Abilities:

- Must be able to formulate spreadsheets.
- Must be able to draft travel policies.
- Must have a valid driver's license.
- Must be courteous and have excellent interpersonal relations.

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.