



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-10-32**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Carpenter Foreman  
**OPENING DATE:** Tuesday April 13, 2010  
**CLOSING DATE:** Open until filled  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-5

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking for a qualified individual for the position of Carpenter Foreman in the Facilities Management Office (FM) of the U.S Embassy Khartoum Sudan.

**BASIC FUNCTION:**

The incumbent is a working supervisor, supervising a minimum two journeymen carpenters, 2 journeymen Painters, 1 journeyman Mason, and 1 Trades helper. This requires the daily scheduling and assignment of work, follow up to ensure work is completed within the quality standards, and observing applicable safety procedures. As a working supervisor, incumbent is also responsible for working as a finish carpenter for the fabrication of materials to make furniture, doors, and partitions. This position is the resident expert on all carpentry matters.

**Major Duties and Responsibilities:**

a. Provide expert guidance and direction to subordinate personnel engaged in preventive maintenance, repair of replacement parts, installation of doors, hardware, construction of walls using gypsum drywall and metal studs. This position also supervises the masonry work to ensure proper concrete mix and a quality repair to the masonry surface; schedules painters to provide the building interiors a protective coating that will withstand the rigors of the environment; provides expert guidance to shop personnel by reading and interpreting schematic, blueprint, and shop drawings; and instructing subordinates in the safe use of equipment, hand tools, and power tools. Supervises work and maintenance in progress, recommends spare parts, equipment, and materials, inspects and recommends safety equipment and ensures subordinate personnel practice applicable safety precautions in their daily tasks.  
65%

b. Supervises other multi-tradesmen assigned to support the carpentry work load and/or maintenance operations. Will drive a vehicle. Must be able to plan, schedule, and execute work on a weekly, bi-weekly, monthly and semi-annual basis.  
25%

c. Provides administrative support to subordinate personnel in the form of ordering tools, materials, and parts. Provides first draft of subordinate employee evaluation reports. In collaboration with the maintenance supervisor, determines leave, authorized overtime, and work schedules for subordinate personnel.  
10%

**QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--Education: Successful completion of primary school is required. Successful completion of a program of study at a vocational technical school majoring in carpentry theory and application (1-2 years) is required.

--Prior Work Experience: Four years carpentry experience is required. Must have served in a position of progressive responsibility in the supervision and administration of subordinate trades personnel. One year supervisory experience is required.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English	Good working knowledge	good working knowledge	good working knowledge
Arabic	Good working knowledge	Good working knowledge	Good working knowledge

**--Skills:**

Must have a local drivers license, be able to lift 70 lbs., and possess basic computer skills to draft reports and work orders. Must be able to effectively supervise subordinate personnel's attendance, performance, and quality of work according to applicable building codes and common practice.. Must have the ability to assest an injury using basic first aid procedures.

**SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.

--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 in order to be eligible for hire.

-- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:**

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the

position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

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

**POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6100.

E-mail: [KhartoumHRO\\_DL@state.gov](mailto:KhartoumHRO_DL@state.gov). (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

**DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling

is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

*The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*

*The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.*

*Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*