



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

## ANNOUNCEMENT NO: VA-09-02(Elfasher)

**OPEN TO:** All interested and qualified candidates  
 Current mission employees serving a probationary period are not eligible to apply.

**POSITION:** Administrative Assistant

**OPENING DATE:** Sunday, May 31, 2009

**CLOSING DATE:** Thursday, June 11, 2009 - max. 4:30 p.m.

**WORK HOURS:** Full-time; 40 hours/week

**SALARY & GRADE:** FSN-6

**In-house candidates must apply through their supervisors.**  
 NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/Sudan is seeking qualified individuals for the positions of Administrative Assistant in the Office of Foreign Disaster Assistance (OFDA) at USAID offices in Elfasher.

**BASIC FUNCTION:**

The position is located in the Office of Foreign Disaster Assistance (OFDA) Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA) Elfasher, Sudan. The office is responsible for identifying and assessing emergency situations, recommending disaster responses and rehabilitation, evaluating and monitoring on-going emergency responses and rehabilitation programs. The incumbent under the direct supervision of the Field Officer is responsible in providing a full range of office and financial management and tracking of OFDA-specific operational/petty cash fund using basic accounting procedures ensuring all rules and regulations are followed.

As directed by OFDA Field Officer, the Administrative Assistant will perform the following duties and responsibilities.

**QUALIFICATIONS REQUIRED:**

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

- Education:** Completion of Secondary School
- Prior Work Experience:** At least 1 year in similar field

--**Language Proficiency:**

	Speaking	Reading	Writing
English:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge

**--Skills:**

Microsoft Software, typewriter, copier, communication equipment skills.

**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.

**ADDITIONAL SELECTION CRITERIA:**

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

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

1. Application form for Federal Employment and supporting documentation including essays, certificates, awards - that address the requirements of the position as listed above. Forms are available at the USAID Office at Algreaf.

- 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

USAID - Khartoum

Telephone: 83-268755 Ext. 1037.

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

*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.*