



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-09-005

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

POSITION: Administrative Assistant/ Secretary

OPENING DATE: Monday, February 9, 2009

CLOSING DATE: Monday, February 23, 2009 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-7

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.

The USAID/Sudan is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Administrative Assistant/Secretary at USAID Juba.

BASIC FUNCTION:

Incumbent provides administrative and clerical support to the team to which he/she is assigned, serving as receptionist, secretary and control person for all written correspondence. Provides general clerical support including management of files, both paper as well as electronic.

QUALIFICATIONS REQUIRED:

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

- a. **--Education:** Completion of secondary school is required; courses in office management practices including typing and word processing are required
- b. **--Prior Work Experience:** Minimum of one year of successful work in secretarial, administrative, or other clerical position is required

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Good working Knowledge	Good working Knowledge	Good working Knowledge
Juba Arabic:	Fluent	Fluent	Fluent

--Skills: Excellent interpersonal skills to interact effectively with employees of Mission and clients of assistance programs. Ability to prioritize and organize tasks; ability to make judgment calls, and capable of handling complicated tasks with little oversight. When appropriate takes initiative and works independently to meet deadlines and achieves progress as a member of the Program team

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. 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.
3. 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.
4. 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 to either USAID Khartoum or USAID Juba or the application will not be considered:

Application form for Federal Employment, in an **envelope marked** "Job Announcement 09/005/Juba - Administrative Assistant/Secretary to either the USAID EXO/Human Resources Office in Khartoum or Juba.

- 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 also may be submitted through e-mail at the given e-mail address below.

POINT OF CONTACT:

Human Resources Office

USAID - Khartoum

Telephone: 83-268755 Ext. 1037.

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

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

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.