



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-09-006

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

POSITION: Chauffeur (Multiple Positions)

DUTY STATION: Juba

OPENING DATE: Monday, February 16, 2009

CLOSING DATE: Monday, March 2, 2009 - max. 4:30 p.m.

WORK HOURS: Full-time; 48 hours/week

SALARY & GRADE: FSN-3

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 Sudanese Nationals or Ordinarily Resident Citizen of Sudan for the positions of driver in EXO office at USAID Juba.

BASIC FUNCTION:
Provides driver/chauffeur services including passenger motor vehicles and trucks, in accordance with instructions received from the supervisor. Operates Mission vehicles to transport Agency personnel and official visitors within the city and surrounding areas and countries. Operates light trucks or pick up trucks for delivering materials and equipment within Sudan and the surrounding areas. Maintains the assigned vehicle in a clean and serviceable condition, performs minor preventive maintenance and safety checks on a daily basis and informs the supervisor of discrepancies. Incumbent completes the daily vehicle usage record for his assigned vehicle. Must be available to work evenings, weekends and holidays

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

--Education:
Completion of High Secondary School is required.

--Prior Work Experience: At least one year of prior professional driving experience is required with an international Organizations or private-sector institutions.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent

--Skills: Must have a local driver's license. Must be able to drive a pick-up truck and a van, in addition to a passenger Vehicle. Must have good interpersonal skills. Must be customer service oriented.

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.
3. 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 09/006/Juba - Chauffeur Position" to either the USAID EXO/Human Resources Office in Juba or Khartoum. For candidates delivering applications in Juba, candidates will be asked to sign a logbook when delivering their application which will include the date of delivery, their name and their signature and then place their application in a secure lock box. Applications found in the secure lock box that are not logged into the logbook or are not delivered within the hours specified will not be accepted.

- 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.