



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-09-012**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Senior Program Manager (Juba)  
**OPENING DATE:** Thursday, February 26, 2009  
**CLOSING DATE:** Thursday, March 12, 2009 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**GRADE:** FSN-10

**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 Senior Program Manager in INL Program for U.S. Consulate in Juba.

A copy of the complete position description listing all duties and responsibilities is shown below:

**BASIC FUNCTION:**

The incumbent assists in management of the Justice and Law Enforcement Section (JALES) under the JALES Director (INL Officer) to support law enforcement and criminal justice assistance programs in Sudan. The incumbent serves as program manager for programs and assists in managing JALES day-to-day basis. In the absence of the INL Officer, the incumbent reports to the Consulate general.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Serves as JALES Senior Program Manager. Management and administrative responsibilities include:
  - a) Maintains contact with high-ranking Ministry of Internal Affairs, Ministry of Legal Affairs and Constitutional Development, and other ministries and agencies of the Government of Southern Sudan and its state-level leadership and Ministries in terms of organizing meetings, training sessions, and conferences. Establishes and maintains senior-level working relationships through participation in meetings, seminars, receptions, and similar activities with various government, private sector and non-governmental representatives to further the achievement of the INL objectives.
  - b) Manages the implementation of a portfolio of law enforcement and criminal justice programs carried out through the Consulate and through INL's primary contractors and grantees which may include programs to support police training, secure borders, and improve the justice and corrections sectors. Based on established objectives, the incumbent will develop broad program implementation plans and fulfill them through creating work plans, schedules, and delivery dates in coordination with other project implementers. The work of the incumbent will be reviewed by the INL Officer in terms of progress during quarterly and annual reviews.
  - c) Reviews and comments on contractor and partner agencies' and organizations' work plans and activity reports. Through site visits, monitor implementing partners' work plans and provide

feedback and direction to the implementing partners to ensure high impact activities are accomplished to increase law enforcement capability, enable greater rule of law and combat crime. Among others, partners include the United Nations Mission in Sudan (UNMIS), United Nations Office on Drugs and Crime (UNODC), the Joint Donor Office, the International Development Law Organization (IDLO), the United Nations Development Program (UNDP), RCN Justice and Democratie, the United Kingdom, and other diplomatic missions in Southern Sudan, and regional representatives of agencies headquartered elsewhere in Africa and Europe.

- d) Organizing, coordinating, and overseeing the implementation of the Criminal Justice Sector Development Support Program as carried out by contractor (currently PA&E) which supports Southern Sudanese law enforcement agencies, representatives of the justice sector and penal and corrections systems.
- e) Provide support as needed to the contract (currently with DynCorp LLD) supporting the U.S. civilian police contingents to UNMIS and UNAMID.
- f) Provide program oversight and direction consistent with the technical guidance provided by the INL Officer and relevant offices in INL, to ensure effective implementation.

2. The Senior Program Manager also oversees coordination, long-term planning and budgeting under the direction of the JALES Director as follows:

- a) Preparing program plans and budget estimates for the review and approval of the INL Officer;
- b) Coordinating with USG agencies, International Organizations and Non-Governmental Organizations in planning and delivering INL-funded multinational training and organizing conferences in Southern Sudan;
- c) Negotiating with ministries of the Government of Southern Sudan to identify nominees for INL sponsored conferences and training courses and secure their participation in international programs, conferences, and other bilateral and multilateral law enforcement and criminal justice events;
- d) Coordinating USG INL training and assistance programs with donor embassies in Southern Sudan, contractors, International Organizations and Non-Governmental Organizations including the Bearing Point, PA&E, UNMIS, RCN, IDLO, World Bank, and UNODC;
- e) Maintains primary oversight of the INL Petty Cash fund.
- f) Tracking budget execution for INL assistance programs for Southern Sudan including coordinating with the Financial Office to review financial expenditures for administrative and program elements;
- g) Reviewing and submitting program financial reports to Embassy Khartoum and INL Washington and USG agencies
- h) Drafting evaluations upon program completion;
- g) Analyze and prepare draft telegraphic reports on developments in Sudan law enforcement and criminal justice/rule of law issues through monitoring of television, newspaper, internet, and other sources.

3. The Senior Program Manager also is responsible for the following JALES office work elements.

- a) Drafts and reviews input for all INL major reports and documents including Amended Memorandums of Understanding, End-Use Monitoring Reports, Human Rights Vetting cables, the International Narcotics Control Strategy Report (INSCR), and INL funding requests for proposed projects;
- b) Ensures that all requirements for implementation of training programs are met including vetting and on-going and post-

project evaluation, and that the implementation properly adheres to the applicable Memorandum of Understanding with the Government of Southern Sudan or applicable project plan submitted by a contractor, IO or NGO;

- c) Ensures that the JALES implementers properly accomplish all necessary vetting of law enforcement training recipients and maintains the appropriate files to substantiate the vetting;
- d) Drafts telegrams for the review by the INL Officer on developments in program implementation and developments in the Southern Sudan official law enforcement community and IO and NGO communities;
- e) Ensures the proper maintenance of electronic and paper file systems to ensure accurate records are maintained of implemented programs, office correspondence and telegraphic traffic;
- f) Manages and tracks use of all INL equipment and assets including maintenance and repair of electronic equipment, vehicles, communications (cell phones, radios) etc.
- g) Sets up official trips, meetings and events in support of the JALES section including all administrative paper work for travel, funding, catering, contacts and all other support needs;
- h) Performs day-to-day office management needs including completing procurement requests, processing vouchers, filing, photocopying, and other office duties as needed;
- i) Drafts diplomatic notes, and other official correspondence as necessary to conduct law enforcement and criminal justice assistance programs;

80%

- j) Manages the office in the absence of the JALES Director. Reports to the Consulate General in the INL Officer's absence.
- k) Other duties as assigned

20%

**QUALIFICATIONS REQUIRED:**

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

--Education: University degree, preferably in law enforcement, justice, or law.

--**Prior Work Experience**: Three to five years of progressively responsible experience including program management functions.

--**Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent
Native Language:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge

--**Skills**: Must possess excellent oral and written communication skills and exercise diplomacy and tactfulness when communicating with individuals within and outside the U.S consulate. Must be able to multi-task and complete projects on time, work independently, and make sound decisions. Must be able to deal effectively with persons within and outside the U.S. Consulate, and must demonstrate confidence and professionalism in order to gain cooperation. Must be able to do translations and informally interpret. Diplomacy and tact in dealing with local officials and other USG officers is required.

**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. 6391.

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).

For more information about the positions and application procedures, please visit the U.S Embassy internet website at the following link <http://khartoum.usembassy.gov> and access the vacancies through "Job Opportunities" located at the end of the page.

For those applying in Juba the applications may be collected from the U.S Consulate General Juba main gate between the hours of 0800 - 1700 Monday through Friday.

Candidates for the position 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.

#### **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, 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.*