



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-09-31

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Mail Room Clerk
OPENING DATE: Monday May 11, 2009
CLOSING DATE: Monday May 25, 2009
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-03

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 a qualified individual for the position of Mail Room Clerk in the Information Management Office (IMO) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

Assists in the unclassified mail and pouch operations of the Embassy Mailroom. Extends this authorized service in a timely and accurate manner to all agencies of the USG to include, but not limited to, STATE, DLO, and USAID staff. Provides Mission-wide reproduction services. Backs up the Mailroom Supervisor and/or the Receptionist/Telephone Operator when either one of them is absent. While the supervision from the mailroom supervisor is general, the incumbent is directly supervised by the Information Programs Officer.

Major Duties and Responsibilities:

- Ensures mailroom services are provided to customers as in accordance with Post's Information Resources Management ICASS Service Provider Standards.
- Receives incoming unclassified mail, sorts and routes to the appropriate organization or person. Shares the responsibility for providing the full mail handling support to the agencies serviced. Checks outgoing mail for proper address, packaging, and prepares it for mailing while segregating for placement in outgoing pouch.
- Prepares outgoing unclassified pouches for mailing. Keep logs and/or files as required including incoming/outgoing pouch invoices, DHL and Cannata invoices and unclassified correspondence.
- Receives and dispatches material for both DHL and commercial international mail services ensuring proper handling and authorization.
- Coordinates with RSO staff to ensure local commercial DHL and Cannata personnel and vehicles have obtained needed clearance to access chancery mailroom.
- As needed, employee will be required to drive embassy-provided vehicles to drop off and/or pickup pouches and mail.
- Facilitates the shipments for Washington-based agencies and their in-country contacts as per established Memorandum of Understanding (MOU).

- Fulfills embassy reproduction/photocopy and facsimile requests as needed. Be thoroughly familiar with and explain mail and pouch handling procedures and regulations to agencies' officials and employees. Delivers mail to chancery offices.
- Is responsible for delivering and picking up diplomatic notes to the Ministry of Foreign Affairs. This is a daily duty, but at times may require two or three trips. Also delivers and picks up local mail from the Sudanese Post Office during this trip.
- Creates and files office documents using Department of State 5 FAH filing guidelines.
- Backs up the Reproduction Supervisor in his/her absence. As back-up duties, the mail clerk will be required to personally perform all of the above duties alone, and essentially be "in charge" of the mail room. Performs other duties as required. Backs up the Receptionist/Telephone Operator when the latter is absent.

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 Education is required.

--**Prior Work Experience:** A minimum of one and one-half years of general office clerical or administrative work experience is required.

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

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

--**Skills:** Must be able to operate computer word processing and spreadsheet Keyboard/data entry (for maintaining a log of invoices) at standard level. Must be familiar with using office equipment including but not limited to photocopiers. Must have a valid driver's license applicable to Sudan. The ability to supervise effectively is required, when placed in the supervisory role.

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. (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.

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.*