



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-09-44**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Visa Assistant-Unit Supervisor  
**OPENING DATE:** Thursday July 9, 2009  
**CLOSING DATE:** Thursday July 23, 2009 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-09

**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 Visa Assistant-Unit Supervisor in the Consular Section at the U.S Embassy Khartoum Sudan.

**BASIC FUNCTION OF POSITION**

The incumbent serves as the senior LES in the Non-Immigrant Visa (NIV) Unit, directing the work of three other full-time LES and the NIV duties of the consular cashier. S/he supervises processing of all visa applications, refugee/asylee follow-to-join petitions, and personally handles the most complex cases applying judgment and knowledge of U.S. Immigration law. Oversees the visa appointment and application processing system and ensures that the entire process is functioning smoothly. Develops and maintains contacts with the MFA Protocol office, the UN, and other NIV customers to explain visa processing procedures and deal with complaints

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Plans and organizes work operations in the Non-Immigrant Visa (NIV) Unit. Assigns duties to three visa clerks and the consular cashier and monitors status of processing. Assigns window responsibilities, identifies bottlenecks, and independently moves staff resources as necessary to maintain maximum efficiency. (25%)
- Oversees, and as needed performs, the processing of the full range of NIV applications up to the point of officer review, noting possible fraud and other special circumstances for officer action. Correctly assesses visa type and qualification based on submitted applications. Personally handles the most complex, unusual, or sensitive cases using judgment and knowledge of immigration law and regulations. Acts as an interpreter for the most complex cases. Assures that subordinates are scanning all relevant documents into NIV. Oversees drafting of Security Advisory Opinion requests based on consular policy. Monitors status of NIV cases and pending SAOs to "red flag" applicants with upcoming departure dates. (25%)
- Coordinates with Embassy offices to arrange for appointments for LES sent for official training. Establishes the public interview schedule in consultation with FS officers and updates interview information for the public. Coordinates as needed with the Off-site fee collection bank. (10%)
- Responsible for providing the necessary training to all new employees. Ensures they complete the required consular correspondence courses no later than six months after they start work. Assists in the interviews if all candidates for NIV positions

and advises Visa Chief on selection of applicants for all NIV positions. Formally counsels employees on a quarterly basis and prepares annual Performance Evaluation Reports.

- Ensures that issuance, refusal, tickler, and lookout files are maintained as required by regulation. Ensures that new changes to the applicable regulations and policies in processing NIV cases are conveyed to NIV employees, and provides guidance on their interpretation as needed.
- 6. Acts as primary liaison with the Sudanese government as well as primary contact with other Embassy offices which have NIV questions. Provides general information and guidance on applicable rules, regulations, and established procedures. Develops and maintains contacts within the Ministry of Foreign Affairs, specifically from the Office of Protocol. Schedules periodic meetings for the consular officer with these contacts.
- Supervises drafting of Congressional correspondence by subordinate, using templates and/or customized letters using knowledge of immigration law and procedures. Coordinates other staff members responding to all other NIV-related inquiries through e-mail or letters. Drafts and tracks Security Advisory Opinion cables.
- Oversees processing of Visa 92/93 cases, developing and maintaining expertise on the relatively complex procedures entailed.

**QUALIFICATIONS REQUIRED:**

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

--**Education:** A bachelor's degree is required.

--**Prior Work Experience:** Three to five years of progressively responsible experience in work involving the application of relatively complex regulatory material along with extensive public contact required the lesser amount of experience acceptable if acquired in the performance of substantive visa work. is required.

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

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

--**Skills:** Ability to plan, organize, and direct the work of others. Ability to draft sensitive and precise correspondence in English and Arabic. Ability to exercise tact and good judgment in dealing with the public. Skill in analyzing problems, using good judgment in evaluating evidence and applying complex regulatory material correctly. Ability to work under continuous pressure. Ability to take initiative in identifying potential government contacts as well as identifying ways to improve NIV processing.

**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](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.

**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, and 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.*