



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-09-45

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Political Assistant
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 Political Assistant in the Political-Economic Section at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION OF POSITION

In the political section of the Mission, the incumbent performs as a political assistant with a focus on the Government of National Unity and Northern politics. The incumbent is directly supervised by a Political Officer in the Political-Economic Section.

MAJOR DUTIES AND RESPONSIBILITIES:

- On a timely basis, incumbent gathers political, social, cultural and economic information from personal sources in the government, the private sector, civil society, and the media, on northern Sudan and the activities of the Government of National Unity. He/She reports this information, and provides a political analysis on it, to the Political/Economic Section. The incumbent also collects and submits reports to Political Officers on emerging and urgent political and economic situations in northern Sudan that may affect U.S. programs, policies and American citizens.
- The incumbent establishes and maintains medium and high level contacts in Northern political parties, the Government of National Unity, the private sector, and civil society in the North, which are critical to the success of the Mission in achieving U.S. policy objectives in Sudan. The incumbent uses these contacts to gather information and draft spot reports and cables for the Political/Economic Section on the political atmosphere in northern Sudan, the activities and changing make-up of the Government of National Unity, the implementation of the Comprehensive Peace Agreement (CPA), and the establishment of any agreement to follow the CPA. The incumbent will have a special focus on covering national elections in the North, including reporting on the parties and their primary candidates. The incumbent will also have a special focus on reporting on and analyzing political, social and economic events in Southern Kordofan, Blue Nile, and Abyei. The incumbent also collects and drafts basic biographic history and information on northern political figures and leaders, and regularly updates this information, and ensures its orderly maintenance and cataloguing.
- The incumbent identifies essential leaders and influential members of the Government of National Unity and state and local governments in Northern Sudan, along with other political, social, economic, and

military officials and NGOs, and maintains communication with them to ensure ready access for Political and Economic Officers.

- Using his/her range of personal sources in political parties, government, civil society, and the private sector, the incumbent provides critical local knowledge for preparing the Embassy for high profile visits, and for providing a detailed oral briefing to these visitors when they arrive. These preparations include making appointments with influential people and ensuring smooth logistical arrangements based on incumbent's local knowledge.
- Under direct supervision, the incumbent may represent the United States at meetings, conferences, and to various local audiences. He/She may articulate U.S. programs as needed by explaining U.S. Policy to the Sudanese government and the Sudanese public.
- The incumbent may escort American officers and their official visitors on field visits to provincial and local areas, providing translation from English to Arabic and Arabic to English as needed. The incumbent attends political party conventions and legislative sessions in northern Sudan.
- The incumbent performs other duties as required for the Political/Economic Section. This includes, but is not limited to, making appointments with high-level leaders for the Front Office, and drafting diplomatic notes accordingly, on an as-needed basis. It also includes translating Arabic press headlines into English each morning, on a rotating basis with other LES in the section, for the Political/Economic Section.

QUALIFICATIONS REQUIRED:

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

--**Education:** Bachelor's Degree in Political Science, Journalism or other Social Sciences is required.

--**Prior Work Experience:** From five to eight years of progressive working experiences in political research and analysis, university teaching, analytical newspaper reports of political development, or other applicable political analysis work is required.

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

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

--**Skills:** Must have high standard analytical & report writing skills, excellent interpersonal skills, and good oral communication skills. Must have good computer skills in Excel/Database/ Key board operations, and photocopying, scanning. Must be able to learn how to use work related software and the internet.

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

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.