



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-09-51

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Public Health Administration Assistant (U.S. Consulate
General - Juba)
OPENING DATE: August 25, 2009
CLOSING DATE: September 08, 2009- max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
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 for a qualified individual for the position of Public Health Administration Assistant in Centers for Disease Control and Prevention (CDC) for U.S. Consulate in Juba.

A copy of the complete position description listing all duties and responsibilities is available at www.state.gov link to:

[Http://sudan.usembassy.gov/job_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html)

BASIC FUNCTION:

Job holder oversees the day-to-day management, administrative, financial and program coordination functions in support of a broad range of Centers for Disease Control and Prevention (CDC)-funded program activities that are implemented by specific program offices or programmatic teams. This is done through working with the CDC and USAID programmatic staff, partner administrative officers, and Embassy and USAID administrative staff. The work portfolio includes finance, human resources, procurement, information management, and logistics.

MAJOR DUTIES AND RESPONSIBILITIES:

Administrative Management: 65%

- Job holder is responsible for managing and coordinating all administrative operations, including coordination of personnel matters, implementation of administrative policies and procedures, filing and document management, travel, procurement, logistics for meetings and conferences, and property and inventory management. Job holder works closely with administrative staff of contractors and partners, providing specific feedback to the contractor/partner on the performance of staff.
- Job holder establishes standards of service for out-sourced administrative services and meets regularly with ICASS and contract service providers to ensure that standards of service are met and all projects are fully supported as intended. Job holder is expected to deliver required administrative services within budget. This is done by working with the CDC Sudan Deputy Director and/or the Country Director or to establish the budget base and constant monitoring. Job holder meets regularly with the agency project accountants and, when needed, with ICASS Financial Management Office (FMO) accountants. Reviews all invoices and vouchers to verify that funds have been obligated and FMO records are correct. Reviews all travel requests to ensure travel is in

accordance with CDC and PEPFAR strategic objectives and Federal travel regulations. Job holder serves as the time keeper, preparing and maintaining time and attendance for the agency and also serves as the primary Point of Contact for temporary duty staff.

- Job holder is responsible for the establishment and maintenance of an electronic inventory system that accounts for the receipt and location of all grantee equipment and supplies. Job holder oversees the control and inventory of office and computer equipment and coordinates periodic and annual inventory reports with Agency headquarters.
- Job holder establishes management controls to limit access and ensure the integrity of the files and databases used for PEPFAR reporting purposes.
- Incumbent prepares and reviews all procurement requests subject to final approval and quick review by the CDC Sudan Deputy Director for Operations and/or the Country Director. Job holder establishes follow up procedures so that routine procurement of expendable supplies takes place in a timely manner and the correct procurement instrument is used. Acts as main purchase recommender and interfaces with procurement officials to identify appropriate sources of supplies, vendors, equipment and services based on specific medical/technical requirements and specifications. When necessary, incumbent develops sole source justifications for procurement of special products, specialized equipment and supplies.

Financial Management **20%**

- Job holder serves as the budget analyst for CDC Sudan with primary responsibility for budget tracking of obligations for the agency. Job holder assists the Deputy Director for Operations to prepare the annual operating budget funding request for submission to CDC Atlanta. Under the direction of the Deputy Director for Operations and/or the Country Director, develops estimates of quarterly budget needs at Post and prepares separate quarterly requests for Post funding cables to CDC Atlanta for CDC PEPFAR/GAP operations. Develops and implements systems to track budget obligations for Post-held and Atlanta-held operating funds. Liaises with Embassy Budget and Finance Office to track monthly obligations for Post-held funds for the agency and liaises with budget analysts at CDC Atlanta to track monthly obligations for Atlanta-held operating funds. Liaises with Embassy B&F and CDC Atlanta to track obligations for CDC-funded procurements including contracts and cooperative agreements.
- Job holder plays a key role in the development of the agency's portion of the annual PEPFAR Country Operational Plan (COP). Enters PEPFAR-Sudan budget and narrative data into the COP database. Collaborates with program staff from each US Government PEPFAR partner agency to ensure that figures in the COP database are accurate, and that the allocations are properly assigned to the appropriate external partner, program activity and funding pipeline.

Program Assistant **15%**

- Provides administrative support to the Country Director and programmatic staff. Drafts and types letters, memos and official CDC correspondence for programmatic activities. Maintains correspondence files. Schedules meetings and appointments including with the GOSS, cooperative agreement partners, other USG agencies, CDC Atlanta and other agencies or organizations. Maintains minutes for meetings and other events. Maintains shared programmatic team calendar. Maintains and updates

relevant contact lists for the programmatic team. Coordinates external telephone and conference calls. Assists with photocopying needs and tracks pending items for designated staff and informs appropriate staff when deadlines are missed. Assists staff with filing administrative requests and reports (travel, procurement, personnel, and reimbursements) and works with appropriate offices (US Embassy, USAID, etc.) to ensure timely processing of the documents. Job holder provides administrative support and back-up for USAID PEPFAR Sudan staff and activities as needed.

- Job holder works with Senior PEPFAR staff as a contact for administrative issues related to HIV/AIDS related grants, contracts, and/or cooperative agreements. This responsibility requires the development of good working relationships with administrative staff, program officers and senior staff of collaborating partner agencies to ensure that partners understand and meet the administrative requirements. The job holder will assist the project officers and other Senior Management in the development and coordination of the Funding Opportunity Announcements (FOA) and assist with the review of the administrative and financial components of all applications, supplemental awards, requests for extensions, and funding for technical and budget soundness and provide advice and recommendation to agency management on proposals.

Note: This framework job description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

QUALIFICATIONS REQUIRED:

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

--Education: Bachelor's degree or host country equivalent in public administration, business administration, management, finance, economics, language, public health, policy, or liberal arts is required.

--Prior Work Experience: This position requires a total of three years of experience. Specifically three years of progressively responsible administrative and budget or finance experience in a public health field or a health-related international development organization or governmental organization.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent

--Skills: The ability to assess problems and develop realistic solutions (how to plan for and administer available resources of funds, personnel and equipment in the best interest of CDC/PEPFAR program objectives) is required. Strong organizational skills and capacity to prioritize and execute work assignments with limited supervision is required. Excellent inter-personal skills in order to coordinate with USG and implementing/cooperating partners to ensure mutual cooperation are required. Ability to plan budget expenditures to meet PEPFAR-program needs is required. Ability to coordinate effectively with USG agencies, host government, ICASS providers and inter-agency partners is required. Intermediate user level of word processing, spreadsheets and databases is required with an ability to compile, assemble and distribute e-documents using word-processing, spreadsheet, and computer graphic technology. A facility to work with higher mathematical calculations for purposes of reporting is required. Must be able to draft letters and reports suitable for internal and external circulation and understand medical terminology. Ability to work with people with infectious diseases without discrimination and with absolute respect for confidentiality 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.

- 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. (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://Sudan.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.