



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-09-56

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Computer Management Specialist
OPENING DATE: Sunday October 11, 2009
CLOSING DATE: Sunday October 25, 2009 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-11

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 Computer Management Specialist in the Information Management Office (IMO) Khartoum, Sudan.

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:

The incumbent who is the Senior FSN Computer Management Specialist directs the support of all unclassified computer systems under operation at the US Embassy Khartoum for State and other agencies. Furthermore, coordinates with and directs FSN computer staff in applying the configuration standards required by DS/IRM and Khartoum necessary for the implementation and smooth running of the Wide Area Network (WAN) in Sudan. He is the designated senior FSN for the computer systems with the responsibility for such management functions as IRM budget planning and financial resource management, system and project planning, programming, controlling, development, administering, evaluating an organization's computer system requirements. This position also has systems responsibilities for three other annexes.

Major Duties and Responsibilities:

Systems Management duties: 50%

- The incumbent, under the supervision of the ISO and the IMO, directs the support of all unclassified computer systems under operation at the US Embassy Khartoum for State and other agencies; providing computer hardware and software support. Furthermore, the incumbent coordinates with and directs three FSN computer staff at all of the Embassy's offices in applying the configuration standards required by DS/IRM and Khartoum necessary for the implementation and smooth running of Wide Area Network (WAN) in Khartoum.
- The State Department system in Khartoum comprises a highly complicated Wide Area Network in three sites (Chancery, GSO Warehouse and Annex), with Microsoft Windows Active Directory operating systems, MS Office Suite, Microsoft Exchange E-mail system (using x.500/400/Active Directory addressing), encryption on CISCO routers which support dedicated digital circuits of up to 2 Mg and the entire suite of MS Office products for the

client desktop. Khartoum also operates SQL and SMS servers for database and hardware/software control and has a high-speed fiber backbone per Department standard.

- Post runs modernized PC LAN applications including ECS and PCC which is the financial management package deployed by Financial Services Center, Charleston. Other software applications maintained by Khartoum's Information Systems Center include Procurement Tracking System, Events and Visitors Tracking, Non-Expendable Property Application (NEPA), Real Property Application, Post Personnel, Motor Pool Management System, Work Order Tracking System, ICASS and ICASS FSC Regional, RSO IVIS Plus Badge System, RSO Security Database. Consular Applications include Oracle Server with two communications servers for CLASS name-check system for NIV and ACS+ processing, MRV, MRP, American Citizens Services. Other applications include GSO Expendable Supplies, Contacts and Events, GSO and IM work order entry and tracking, Windatel, and COAST of the Financial Management Office, Bill tracking software, BIO CV database tracking and other various smaller, user-designed databases and the Khartoum Intranet web site (under construction).
- Incumbent is additionally responsible and provide support for the separate VSAT based Internet LAN that consist of CISCO switches connecting El Fashir (Darfur) to an ISP back in Washington and two remote locations connected to the chancery thru two sets of CISCO wireless devices according to DS security guidance.

Supervisory duties: 25%

- Incumbent supervises a staff of three FSN computer employees. Tasks include ensuring quality output, development of plans for ongoing training of staff and supervision of the user-training program. The incumbent recruits, evaluates performance of, schedules leave for, counsels and disciplines subordinate personnel.
- The incumbent coordinates WAN requirements in Khartoum under the direction of the Information Systems Officer.

Planning and Budgeting duties: 15%

- He is the designated senior FSN for the computer systems with the responsibility for such management functions as IRM budget planning and financial resource management, system and project planning, programming, controlling, development, administering, evaluating an organization's computer system requirements. This position also has systems responsibilities for two other in country locations (El Fashir and Juba).
- The incumbent, under the supervision of the ISO and the IMO, directs the support of all unclassified computer systems under operation at the US Embassy Khartoum for State and other agencies; providing computer hardware and software support; coordinates with and directs three FSN computer staff at all of the Embassy's offices in applying the configuration standards required by DS/IRM and Khartoum necessary for the implementation and smooth running of Wide Area Network (WAN) in Khartoum.

Other Responsibilities: 10%

- Position is also responsible for two in country locations namely El Fashir and Juba to provide technical, administrative and operational assistance. He/she evaluates and help fine-tunes systems performance, carries out system health check gives technical recommendations.

QUALIFICATIONS REQUIRED:

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

--Education: Completion of Bachelor's Degree BA or BS Degree in Computer Science or other related field with emphasis on Management or Information Systems is required. Completion of at least one Microsoft certification, i.e. MCSE, MCSA, MCDBA is required.

--Prior Work Experience: A minimum 5 years progressively responsible experience working with systems administration and analysis, LAN/WAN network connectivity and functions, data communications, and application support is required. Incumbent should be able to read and understand basic programs, scripts and macros written in SQL, Access, Excel, and Visual Basic. Incumbent must have extensive experience with Microsoft Windows Operating systems, Microsoft Exchange, SQL database systems. Of the five year's experience, one year of experience with supervision, tasking, and project management is required.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

--Skills:

--CMS should have strong analytical skills to support process improvement, problem solving, best practices, and coding standards.

--CMS must have strong organizational, communication and data management skills.

--Demonstrated ability to communicate effectively with a wide variety of individuals at all levels and from diverse cultures.

--Ability to manage difficult technical projects and experience as a leader and implementer of long-term Mission and project goals and objectives.

--Be able to develop clearly defined plans, which meet defined business requirements, priorities, scope and objectives..

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).

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.