



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-09-67**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Electrical Engineering  
**OPENING DATE:** Sunday November 22, 2009  
**CLOSING DATE:** Open until filled  
**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 a qualified individual for the position of Electrical Engineering in the Facilities Management Office (FM) of the General Services Office (GSO) at the U.S Embassy Khartoum Sudan.

**BASIC FUNCTION:**

This is a non-supervisory position in the Facilities (FAC) Office. The incumbent serves as an Electrical Engineer and is responsible for designing and preparing standards, specifications and scope of work for the electrical and mechanical works on Embassy construction projects. Incumbent also provides supervision, inspections and quality control for these projects and for all electrical and mechanical works performed by contractors and FAC maintenance staff. Incumbent is directly supervised by the Facility Manager (FM) for projects design tasks and construction supervision and indirectly supervised by the General Services Officers in the absence of the FM on electrical and mechanical systems projects. Incumbent is post's liaison with electrical utility company. Functions independently, under general guidance, within the scope of assignments.

**Major Duties and Responsibilities:**

- Ensures facilities related electrical engineering services are provided to customers as in accordance with Post's General Services ICASS Service Provider Standards.
- Prepares designs, specifications, and conceptual drawings for electrical and mechanical work on Embassy construction and alterations and Major maintenance and repair projects. Performs site visits as directed by the Facility Manager to inspect electrical and mechanical work on construction projects to ensure the contractor's performance is in line with contract requirements and specifications, and applicable quality standards. Must report unsafe or hazardous conditions. Must inform supervisor of all accidents, illnesses and injuries.
- Works under the indirect supervision of the Facilities Manager on electrical and mechanical systems projects on Government-owned properties. Prepares designs for Office of Overseas Building and Operations (OBO) review. Provides advice on purchase of equipment and materials and also supervises and advises contractors tasked with Embassy projects.

- Performs inspections on government owned properties as required to troubleshoot major electrical and mechanical problems. Provides technical advice to the FAC in-house maintenance staff to ensure compliance with electrical and mechanical requirements, safety codes, local government regulations, and sound engineering practices. Reports to the Facility Manager and the status of systems, defects if any and provides advice to correct deficiencies and resolve problems.
- Prepares electrical and mechanical As Built Computer Aided Design (CAD) Drawings, using AutoCAD software and a variety of other engineering tools Such as plotters. Updates existing drawings (blueprints) as required in connection with maintenance, renovation or alteration projects.
- Performs special assignments in the construction and maintenance area and other related duties as directed by the Facilities Manager.

**QUALIFICATIONS REQUIRED:**

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

**--Education:** A university Bachelor's degree in Electronics or Electrical Mechanical Engineering field is required.

**--Prior Work Experience:** Five years experience as a professional engineer with ability to direct subordinates is required. Three years of that experience should be in electrical/mechanical design.

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

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

**--Skills:** Must have a Professional Engineering License. Must be able to troubleshoot complex electro-mechanical systems. Must be able to do system design, feasibility studies, and cost estimates. Must be able to work independently and be able to direct subordinate staff. Computer skills such as Auto Cad 2004, Microsoft Excel & Microsoft Word are required. Must be able to perform all job activities and duties in a responsible manner to avoid the creation of safety or health hazards. Must be able to conform to established safety and health policy and procedures. Must be able to properly utilize appropriate personal protective equipment as required by the job activity.

**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**

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.*