



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-10-004(Juba)

OPEN TO: All interested and qualified candidates
 Current mission employees serving a probationary period are not eligible to apply.

POSITION: Shipping Clerk

OPENING DATE: Monday, December 14, 2009

CLOSING DATE: Monday, December 28, 2009 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: Grade FSN-6

In-house candidates must apply through their supervisors.
 NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/Sudan is seeking two qualified individuals for the positions of Shipping Clerk in the Executive Office at the USAID Sudan office in Juba.

BASIC FUNCTION:

A position with varied logistics-related responsibilities, the shipping Clerk is responsible for management of customs and shipping efforts, including customs clearance of incoming shipments, receipt, sorting and distribution of State Department pouch mail, official and personal, personal property shipments (HHE, UAB and Consumables), dispatches unclassified pouches to other countries, and supports other Executive Office logistics efforts as required.

QUALIFICATIONS REQUIRED:

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

- **Education:** Completion of Secondary School is required.
- **Prior Work Experience:** Two years experience in shipping and Customs clearance along with other logistics function is required.

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

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent

- **Skills** Must be familiar with, and be able to effectively use, applicable computer software such as MS Word, MS Excel, MS PowerPoint, MS Outlook and Windows 2000.

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.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY: Interested individuals for this position should submit the following to either USAID Khartoum or USAID Juba or the application will not be considered:

US Citizens: An application form for Federal Employment, OF 612 and a CV with three contactable references in an **envelope marked**"Job Announcement VA 10-004(Juba) - Shipping Clerk to either the USAID EXO/Human Resources Office in Khartoum or Juba.

- OR -

FSNs: Application form for Federal Employment or A resume/Curriculum Vitae (C.V.) containing documented education and work experience, three contactable references, proof of education requirements, copies of certificates and awards that address the requirements of the position as listed above. Applications also may be submitted through e-mail at the given e-mail address below.

POINT OF CONTACT:

Human Resources Office

USAID - Khartoum

Telephone: 83-268755 Ext. 1037.

E-mail: khartoumusaidhr@usaid.gov. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

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