



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NO: VA-10-006(Juba)**

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

**POSITION:** Motor Pool Supervisor

**OPENING DATE:** Tuesday, March 2, 2010

**CLOSING DATE:** Tuesday, March 16, 2010 - max. 4:30 p.m.

**WORK HOURS:** Full-time; 40 hours/week

**SALARY & GRADE:** Grade FSN-7

**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 a qualified individual for the position of Motor Pool Supervisor in the Motor Pool/Executive Office at the USAID Sudan office in Juba.

**BASIC FUNCTION:**

This position is located in the General Services function of the Executive Office, USAID/Juba, Sudan. The primary purpose of this position is to serve as the Supervisor of the Motor Pool function. The incumbent is responsible for coordinating and directing the use, maintenance and repair of all USAID Mission vehicles in order to provide efficient and safe transportation to its staff and visitors. The Mission fleet of 35 vehicles consists of sedans, station wagons, mini-buses, four-wheel-drive vehicles and two five-ton trucks.

**QUALIFICATIONS REQUIRED:**

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

- **Education:** Completion of high school is required
- **Prior Work Experience:** At least three years of general experience, including clerical, dispatcher, chauffeur, automotive maintenance, or other transportation and one year of supervisory related experience is required.

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

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent

- **Skills:** Must have a valid local driver's license

**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:

Application form for Federal Employment and supporting documents, in an **envelope marked** "Job Announcement 10/006/Juba - Motor Pool Supervisor" to either the USAID EXO/Human Resources Office in Khartoum or Juba.

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

*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***