



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-10-010(Khartoum)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Procurement Assistant
OPENING DATE: Sunday, May 16, 2010
CLOSING DATE: Sunday, May 30, 2010 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & 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.

The USAID/Sudan is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Procurement Assistant in the Executive Office at USAID Khartoum.

BASIC FUNCTION: The incumbent is assigned to the Executive Office and provides technical and procurement support to USAID/Sudan, DCHA/Sudan and other USAID elements located in Sudan. The incumbent reports directly to the Procurement Specialist. The incumbent procures commodities and services by contract, purchase order, petty cash, or credit card action.

QUALIFICATIONS REQUIRED:

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

-- **Education:** Diploma in Business Administration or related field is required.

-- **Prior Work Experience:** A minimum of 5 years general administrative experience, of which at least two years in the procurement or related fields is required for appointment at the full performance level

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

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

-- **Skills**

Good negotiation and organizational skills are required to handle the high volume of procurement requests generated by USAID/Sudan. Demonstrated skills at the intermediary level in MS Word and Excel are 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.

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 or the application will not be considered:

Application form for Federal Employment and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above to either the USAID EXO/Human Resources Office in Khartoum. USAID Khartoum is located at the US Embassy Compound in Soba.

- 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.

POINT OF CONTACT:

Human Resources Office

USAID - Khartoum

Telephone: (249) 1-870-22000 Ext. 2262

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