



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NO: VA-10-011 (Juba)**

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

**POSITION:** Human Resources Specialist

**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:** Developmental level FSN-9 (full performance level FSN-10)

**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 Human Resources Specialist in the Executive Office at USAID Juba.

**BASIC FUNCTION:**

Under the general supervision of the Executive Officer, the incumbent independently performs a wide range of human resources and HR administrative functions for the USAID/Sudan Mission in Juba. The position serves as HR Specialist on all phases of FSN/PSC, TCN/PSC, US/PSC, and USDH personnel management, Duties include but are not limited to: recruitment and contracting of local and international staff, preparation of all types of personnel actions, evaluation and classification of all local positions and US/PSC positions up to the Post's authority level, training and employee development, ethics and conduct, orientation and personnel processing of incoming and outgoing employees, disciplinary actions, regulations and RIF, operation of award programs, maintenance of personnel records and files, staffing pattern, and the preparation of various periodic and non-recurring reports.

**QUALIFICATIONS REQUIRED:**

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

-- **Education:** A university degree in Business Administration, law, or related field is required

-- **Prior Work Experience:** A minimum of five years of progressively responsible experience in position classification or wage administration. At least two years of the experience should be in Human Resources work in a USG, UN, or other international office-type setting.

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

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent

**--Skills**

Excellent organizational skills, tactful, personable, compassionate and understanding, with an interest in serving people to maintain smooth and effective working relationships with all Mission personnel at all levels. Good interviewing and analytical skills to make objective position evaluation decisions and to present them concisely. Ability to apply and interpret regulations to current situations. Excellent computer skills in the use of Microsoft Word, Excel, and other MS Office applications

**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 Juba or 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](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).

**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***