



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-10-012

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

POSITION: Administrative Assistant

OPENING DATE: Sunday, June 6, 2010

CLOSING DATE: Sunday, June, 20, 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.

USAID/Sudan is seeking a qualified individual for the position of Administrative Assistant in the OTCM at USAID Khartoum.

BASIC FUNCTION:

The incumbent will have responsibility for supporting the Office of Transition and Conflict Mitigation (OTCM) in the administration and management of the Sudan country program under the direct supervision of the OTCM Director or his/her designee.

The Transition Assistant will provide a broad range of services to OTCM staff, temporary duty visitors, and other experts. Work will include administrative and financial management including maintenance of orderly files, development of financial tracking tools, arranging visitor access, and writing of reports. Travel support tasks will include logistics support, compliance with Sudanese bureaucratic requirements, and compliance with all USG rules and procedures

QUALIFICATIONS REQUIRED:

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

--**Education:** University Diploma in Business Administration or any other related field.

--**Prior Work Experience:** Two years relevant administrative experience required. Experience working with USG regulations and administrative systems preferred.

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

	Speaking	Reading	Writing
English:	Proficient	Proficient	Proficient
Arabic:	Proficient	Proficient	Proficient

--**Skills**: Demonstrated organizational skills, attention to detail, and ability to balance many simultaneous tasks. A good working knowledge of Microsoft Word and Excel is required. Exceptional communication skills and teamwork; ability to work effectively across cultures

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 documentation including essays, certificates, awards) that address the requirements of the position as listed above to 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

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.