



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-10-11

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: NIV Visa Assistant (Correspondence)
OPENING DATE: Sunday January 31, 2009
CLOSING DATE: Sunday February 14, 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 (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking for a qualified individual for the position of NIV Visa Assistant (Correspondence), in the Consular Section (CONS) at the U.S Embassy Khartoum Sudan.

BASIC FUNCTION:

Under direct supervision of the senior NIV LES and indirect guidance of the American NIV Chief, incumbent performs the processing of different categories of nonimmigrant visa applications. Responsibilities include drafting the majority of NIV correspondence, assisting in processing the Refugee/Asylee follow-to-join portfolio, and processing the full range of NIV series, including but not limited to intake and document screening, data entry, production of visas, distribution of visa-ed passports to applicants, filing NIV records, interpreting from Arabic to English and providing information by phone and in person.

Major Duties and Responsibilities:

- Processes the full range of nonimmigrant visas, including both routine tourist visas and more complex categories such as fiancé or temporary employment visas. Responsibilities include prescreening applicants for completeness, identifying indicators of fraud or other problems for subsequent officer review, data entry of both approved and refused applications, retrieval of previous visa records from post files, requesting visa records E-mail from other posts, preparing cases for security clearance requests, assistance with clearance tracking, re-checking cleared cases, capturing photos and printing machine-readable visas, affixing visa foils to passports, performing quality assurance checks and distributing visa-ed passports to applicants. (45%)
- Responsible for drafting original and ready-made replies to written NIV inquiries, including general E-mails and formal Congressional Inquiries. Responsible for assuring that the website is fully updated with correct guidance on NIV procedures. Responds to telephonic inquiries and provides information in English or Arabic to visa applicants, travel agents, and interested third parties, including American citizens. (30%)
- Act as interpreter between English and Arabic. (10%)
- Assists in the processing of Visa 92/93 follow-to-join refugee/asylee cases. Responsibilities include contacting V92/93 beneficiaries, providing beneficiaries guidance on Embassy requirements, advising the consular officer on V92/93 regulations during interview, and coordinating V93 processing the Refugee Processing Center. (10%)

- Other duties as assigned. (5%)

QUALIFICATIONS REQUIRED:

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

--Education: A bachelor's degree is required

--Prior Work Experience: Three to five years of progressively responsible experience in work involving the application of relatively complex regulatory material along with extensive public contact required the lesser amount of experience acceptable if acquired in the performance of substantive visa work. Prior experience working in an international workplace environment is preferred.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English	Fluent level 4	Fluent level 4	Fluent level 4
Arabic	Professional level 5	Professional level 5	Professional level 5

--Skills:

Must have excellent written English and be comfortable drafting formal correspondence. Must be comfortable working on a PC in a Windows environment. Proficiency with Microsoft Office products is required. Ability to exercise tact and good judgment under stress in dealing with the public. Skill in analyzing problems, using good judgment in evaluating evidence and applying complex regulatory material correctly. Ability to work under continuous pressure. Ability to take initiative in identifying ways to improve NIV processing.

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.
- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- 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.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

POINT OF CONTACT:

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6100.

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

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling

is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

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.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.