



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-10-15**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Secretary  
**OPENING DATE:** Monday February 15, 2009  
**CLOSING DATE:** Monday March 1, 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 Secretary in the General Service Office (GSO) at the U.S Embassy Khartoum Sudan.

**BASIC FUNCTION OF POSITION:**

Serves as Secretary/Management Assistant to the GSO and A/GSO. Serves as Class B cashier for GSO and Facilities sections and timekeeper for GSO. Coordinates visitors and follows up on specific projects as required. Directly supervised by the S/GSO.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Ensures secretarial services are provided to customers as in accordance with Post's General Services ICASS Service Provider Standards.

➤ **Sub-cashier duties: 20%**

- Acts as sub-cashier. Incumbent is responsible for controlling petty cash payments. Maintains proper accounting records and follows correct procedures in support of cash advance. Assures that all cash payments adhere to established rules and procedures such as cash payment limitations, original invoices and cash receipts and prohibition against alterations. Is personally responsible for SD 765,000 (\$3,000 equivalent) cash advance, and periodically replenishment of advance to assure sufficient funds are on hand to meet all of GSO needs. Incumbent is responsible for preparation of properly supported documents for replenishment request to the class "B" cashier.

➤ **Secretarial duties: 30%**

- Assumes all secretarial duties including but not limited to receiving incoming and distributing outgoing mail.
- Responsible for arranging GSO and AGSO appointments with different firms and contacts as well as management meetings.
- Responsible for receiving calls and forwarding them to the various GSO offices.
- Maintains chronological files of incoming and outgoing cables.
- Advises GSO staff on memo and cable format, computer operation and telephone usage.
- Responsible for office correspondence.

➤ **Administrative duties: 25%**

- Assists GSO with personnel administration for the section including but not limited to:

- Manages GSO office, serving as communications focal point.
- Communicates tasking to staff if the S/GSO is out of the office
- Manages medical claims for the GSO staff (43) persons, assisting GSO staff in filling out forms and following up on problems with HR or FMO.
- Prepares time and attendances for all GSO staff and assists GSO in tracking whereabouts of all staff.
- Manages accountability of keys for Post's residences and functional spaces.
- Responsible for stock control correspondences and keep records for all mission issuances of expendable and non-expendable supplies, besides all receiving reports for items brought to the W/houses.
- Resuming the petty cash operations for the GSO and FAC as sub-cashier to FMO to complete ceiling to US 2,000 by preparing claim vouchers on weekly basis. Compiling all voucher documents.
- Preparing time and attendances for all GSO staff and Chancery maintenance crew making reports every 15 days.

➤ **Special Projects: 15%**

- Will assist S/GSO with special projects as required. Will work with any GSO unit to assist with data collection, analysis and preparation of reports/data requested by Management Officer, Khartoum Front Office and/or State Department.
- Responsible for preparing and submitting reports regarding the vehicles status to the GSO on weekly basis besides monitoring the odometer reading for each vehicle on monthly basis by maintaining trip tickets records for each vehicle on daily basis.
- Updates the ICASS and Program Weekly and monthly vehicles' status report for 56 USG vehicles.

➤ **Back-up duties: 5%**

- Backs-up any GSO staff member in their absence as requested by the S/GSO.

➤ **Other: 5%**

- Performs other duties as required.

**QUALIFICATIONS REQUIRED:**

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

**--Education:** Successful completion of High School is required.

**--Prior Work Experience:** Five years of work experience in the secretarial or administrative field is required.

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

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

**--Skills:** Must be able to type a minimum of 40wpm. Must be able to operate a computer for data entry and be able to create and maintain spreadsheets. Must be able to operate other office equipment including but not limited to photocopiers, calculators, fax machines, etc..

**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](mailto: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.*