



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-10-31

OPEN TO: US Citizen Eligible Family Members (USEFMS) - All Agencies

(Current mission employees serving a probationary period are not eligible to apply)

POSITION:	Facility Assistant/Office Manager
OPENING DATE:	Sunday, April 11, 2010
CLOSING DATE:	Open until filled
*Note: Selected qualified candidates must be available to begin work immediately after the required appointment documents are processed.	
WORK HOURS:	Full-time (40hr/week)
SALARY & GRADE:	*Not-Ordinarily Resident (NOR): US\$37,828 p.a. (Starting Salary); FSN-8; FP-06.

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of Facility Assistant/Office Manager in the Facilities Maintenance Office of the US Embassy Khartoum Sudan.

BASIC FUNCTION OF POSITION:

Incumbent is administrative/executive program assistant to the Facility Manager. Facilitates all operations within Facilities (FAC's) main functional groups which are the Embassy Compound with its three main buildings and approximately 80 Residential properties. Coordinates FAC activities with the Management Office, General Services Offices, other Mission offices, and residential clients. Supervises and provides administrative support in the daily operation of the Embassy compound and residential properties. Provides direction and supervises Contracting Officer's Technical Representative, and Work Order Clerk.

Major Duties and Responsibilities

1. Assists the Facility Manager in all administrative matters in support of the daily operation of the Facilities (FAC) section.
2. Acts as liaison, facilitator, and coordinator among all elements of FAC, and between FAC, clients, and other offices or agencies.
3. Routes work order requests when required to the proper sections, solves problems and complaints or assists in identifying the proper unit for action; identifies emergency or urgent requests and arranges for the immediate service required through appropriate office; provides pertinent feedback to requests, such as estimated completion dates or if mitigating factors exist which affects the completion date or work requested.
4. Ensures that work related documentation is generated when required and distributed in a timely manner including work orders, correspondence, property passes, security requirements, personnel performance evaluation reports, updated position descriptions and personnel action memos.
5. Drafts, revises or edits position descriptions for all FAC jobs titles, and ensures that all are current and accurate for each employee. Writes performance evaluations or reviewing reports for all employees supervised.

Reviews and edits performance evaluation reports from all other supervisors and monitors flow of reports through the system.

6. Schedules special cleaning projects and supervises the set up of the atrium and conference rooms for programs. Dispatches support personnel such as contractors or in-house personnel when requested by other offices. Trains or sets up training for FAC employees.

7. Reviews and coordinates the preparation and setup of functional spaces for various Embassy and regional functions, such as outside representational areas.

Representative Duties:

A. Building Maintenance: Assists in coordinating the work requests or solving issues or problems of Embassy compound building clients with OBO Facilities Maintenance Supervisor, and senior FSN maintenance supervisors. Provides direct supervision to the Contracting Officer's Technical Representative responsible for all services contracts at the Soba Embassy and regional functions.

B. Residential Maintenance: In the absence of the Facility Manager, based on Embassy policy and 6 FAM guidelines assists in coordinating the facilities related service work within FAC's Embassy offices, and maintains liaison with Embassy employees to ensure effective maintenance services are provided. Supervises work order clerk, Contracting Officer's Representative.

C. Budgetary support Planning: Assists with planning procurement requirements for all expenditures pertaining to provision of facilities operations. Conducts review of allocations and expenditures of funds for logistic support functions and provide input for annual budget.

D. Training: Supervises and trains FSN personnel engaged in logistic support function such as Real Estate Maintenance System (REMS) data entry, work order follow-up, maintenance cost reviews, and preparation of reports.

E. Procedures and Information: Develop and disseminates instructions and procedures involving the MGT/ FAC service operation and current policies in effect. Plans and develops systems, methods and procedures designed to provide greater efficiency and economy in the use of resources.

F. Budget Monitoring: Reviews and authorizes requests for Expendable Supplies.

G. Liaison: Acts as FAC liaison for FAC and the OBO Facilities Maintenance Supervisors with Embassy personnel of all levels and Executive officers of other agencies at Post, i.e. USAID , PA, DOD and RAO, to facilitate proper performance.

QUALIFICATIONS REQUIRED:

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

--**Education:** A high school diploma. Two years of secondary education.

--**Prior Work Experience:** 1-2 years experience in administrative office work.

--**Language Proficiency:**

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

--**Skills:** The candidate should have proven skills in supervision and operations management, and experience in service delivery. She / he should be logical and organized, able to supervise and negotiate effectively, be patient, tactful and flexible. A sense of humor is very important for success.

Additional Ranking Factors:

- A. Advance study or experience in business - related or building maintenance field.
- B. Supervisory experience
- C. General ability to speak and read Arabic.
- D. Knowledge of general trades.
- E. Ability to write reports in English using a variety of software.
- F. Ability to wear personal protective equipment such as safety shoes and glasses.
- G. Must have a driver's license for Sudan or the equivalent from another recognized licensing authority.

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.
- 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.
6. Required: The candidate must be able to obtain and hold a SECRET security clearance.

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

1. Application form OF-612 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: 1-870-22000 Ext. 2746.

E-mail: KhartoumHROFNSNDL@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, 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.