



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-09-006

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

POSITION: Administrative Assistant/ secretary

OPENING DATE: Sunday, March 1, 2009

CLOSING DATE: Sunday, March 15, 2009 - 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.

The USAID/Sudan is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Administrative Assistant/Secretary in the Executive Office at USAID Khartoum.

BASIC FUNCTION:

Incumbent provides administrative and logistical support activities to the entire Executive Office and the rest of the Mission as required. This is a pivotal position in the Executive Office requiring an individual who is familiar with the whole spectrum of activities and responsibility of the Executive Office as well as knowledgeable of USAID policies, procedures, practices, standards and operations worldwide. Incumbent is directly supervised by the Deputy Executive Officer.

QUALIFICATIONS REQUIRED:

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

--**Education:** Completion of secondary school is required.

--**Prior Work Experience:** 3-5 years of progressively responsible administrative experience as well as experience in having worked as a lead secretary to an Office Chief, a Manager or Department head is required.

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

| | Speaking | Reading | Writing |
|----------|----------|---------|---------|
| English: | Fluent | Fluent | Fluent |
| Arabic: | Fluent | Fluent | Fluent |

--**Skills:** Excellent interpersonal and oral skills to deal effectively with various employees in the Mission. Excellent

decisive skills to handle the large-scale array of work by determining work that requires immediate, urgent, priority and regular attention and meet the deadlines without violation of USG operation procedures; excellent inter-personal relation skills to handle the high flow of personnel from within and outside the mission; diplomacy, confidentiality and judgmental skills to handle sensitive issues and documents handled by the executive office, and ability to handle administrative matters at higher and lower levels. Excellent writing skills to draft format, and finalize various administrative documents. Ability to know complex administrative and basic Strategic Objective team operations. Ability to understand reference materials for USAID and be able to assist users when necessary.

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. 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.
3. 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.
4. 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 and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the USAID Office at Algreaif.

- 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

USAID - Khartoum

Telephone: 83-268755 Ext. 1037.

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.