ANNOUNCEMENT NO: VA-09-007

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Chauffeur
OPENING DATE: Sunday, March 1, 2009
CLOSING DATE: Sunday, March 15, 2009 - max. 4:30 p.m.
WORK HOURS: Full-time; 48 hours/week
SALARY & GRADE: FSN-3

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 Chauffeur (multiple positions) in the Executive Office at USAID Khartoum.

BASIC FUNCTION:
The incumbent drives a USAID vehicle to transport USAID personnel and Temporary Duty staff (TDY'ers) within the state of Khartoum. Incumbent is directly supervised by the Administrative Assistant and 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 High Secondary School is required.

--**Prior Work Experience**: Two years of Chauffeur or other professional driving expeience is required. At least one of the two years must have been with a U.S. Government Agency or an NGO.

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

	Speaking	Reading	Writing
English:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge

--Skills:
Must possess a valid driver's license and must be willing to travel on field trips thoughout the Sudan.

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.