



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-07-022**

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

**POSITION:** Computer Management Specialist

**OPENING DATE:** Monday, April 30, 2007

**CLOSING DATE:** Monday, May 14, 2007 - max. 4:30 p.m.

**WORK HOURS:** Full-time; 40 hours/week

**GRADE:** FSN-10

**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 U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Computer Management Specialist in the Executive Office of the USAID, Khartoum.

**BASIC FUNCTION:**

The Computer Management Specialist reports to the head of the Data Management Unit in the Executive Office, USAID/Sudan/Khartoum, but may receive specific guidance from the Executive Officer, as required. Serves as the principle backup to the supervisor in all aspects of managing Mission data management services. As required, serves as network administrator and is responsible for much of the maintenance of the Mission systems. This includes, but is not limited to: responsibility for computer operation; support of applications systems; installation, maintenance, and repair of hardware; telecommunications; data processing; and, systems development. Works with local vendors, and USAID/Washington and non-USAID organizations, as well as assisting USAID/Sudan/Juba office users in automation matters. This position requires a broad and comprehensive knowledge of LAN systems and PC-based hardware and software.

The incumbent is the primary Data Management Unit contributor to the development and maintenance of the Mission website. The website keeps both the Sudanese public and as well as US taxpayers informed about the work of USAID in Sudan. The incumbent is not solely responsible for website content, but is ultimately responsible for its continued ability to be accessed, its ease of use, and its appearance.

**QUALIFICATIONS REQUIRED:**

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

**--Education:** Possession of a university degree in Computer Management, data processing, or its local equivalent is required.

**--Prior Work Experience:** Minimum of four to six years of responsible experience in data processing is required.

**--Language Proficiency:** Level IV (fluent) English ability and good Arabic ability are required.

**--Skills and Abilities:** Ability to train USAID staff in the use of software programs. Ability to apply "systems" analysis skills. Ability to administer and maintain LANs and WANs. Ability to install and work with microcomputer

configurations, and their related software packages. Good communication skills.

**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.

**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 -

2. 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.

**POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6127/6000/6246

E-mail: [KhartoumHROFNSDL@state.gov](mailto:KhartoumHROFNSDL@state.gov)

Embassy website: <http://khartoum.usembassy.gov>

**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.*