



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-07-021

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-11

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 incumbent serves as head of the Data Management Unit in the Executive Office, USAID/Sudan/Khartoum. The Unit is responsible for the proper functioning of Mission computer equipment, telecommunication services, providing data storage and retrieval, and installing and maintaining a variety of off-the-shelf and Washington-developed and provided computer applications. Provides limited support to the Data Management Unit in the satellite office in Juba. Computer equipment systems include 6-10 servers, up to 125 PCs running Windows 2000 Professional (or the equivalent), 12-18 Laser Printers, a variety of Scanners, communication equipment (Cisco or other routers), Datacryptors, Modem racks, Firewalls, Cisco Cache engine (or equivalent), etc. All elements of the Mission are connected by LAN. The satellite offices in Juba are similarly equipped.

The incumbent reports directly to the Executive Officer, with direct responsibility for day-to-day data, word processing, and telecommunication operations USAID/Sudan/Khartoum. Acts as network administrator for all Mission computer equipment: is responsible for matters relating to computer operations, including support of applications systems; the installation, maintenance, and repair of all hardware; computer training; telecommunications; word processing; and Internet and Intranet Web site design, development, and management. The incumbent is responsible for planning, organizing, directing, and evaluating financial, material, program, organization, and human resources associated with the Mission computer systems and automation program. Manages operational and software training to computer users provided by the Unit. Advises Mission management on the selection, procurement, and distribution of equipment and software in the Mission. Works with vendors, AID/Washington, and non-AID organizations, and assists Mission and satellite office users in automation matters.

QUALIFICATIONS REQUIRED:

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

--Education: A University Degree, or the host-country academic equivalent, in the field of computer science, information systems management, or the equivalent is required. MCSE and CCNA certifications also are required.

--Prior Work Experience: Minimum of five years of responsible experience in operating computer systems, providing PC support, and programming is required.

--Language Proficiency: Level IV (fluent) English and Arabic ability is required.

--Abilities and Skills: Good technical skills to troubleshoot, diagnose, and resolve hardware and software problems to maximize the capabilities of Mission computer resources. Good understanding of the priorities of key managers, to ensure that computer systems are responsive to those needs. Good interpersonal skills to resolve priority issues, system limitations, downtime, etc., with key officials, and to develop and maintain two-way communication and promote computer and automation services. Ability to train Mission staff in USAID software programs. Ability to balance workload demands between the central system and individual user requirements. Ability to relate Mission organization, functions, and mission to the computer system's terms of reference, e.g., priorities for automation, interrelationship of different applications programs to Mission operations, etc. Ability to manage and supervise multiple sites and to coordinate support services from variety of contractors.

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

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.*