



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-07-018

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Public Diplomacy Assistant
OPENING DATE: Monday, March 26, 2007
CLOSING DATE: Monday, April 9, 2007 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
GRADE: FSN-08

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 Public Diplomacy Assistant in the Public Diplomacy Section, Juba Consulate General.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Consul General and with the guidance of the Public Affairs Officer, the incumbent assists in the implementation of cultural and exchange programs, public affairs programming, and other outreach activities mainly in the southern region of Sudan. Contributes to PAS contact lists, suggests materials for local distribution, visits institutions and events, takes notes and drafts reports. Liaises with local schools and English-language programs, assessing needs and helping provide support. Works with Information/Media Assistant in Khartoum to help as needed with press monitoring and translation, with special attention to local reaction to mission programs and to cultural and academic news predominately in the southern region of Sudan.

QUALIFICATIONS REQUIRED:

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

--**Education:** A B.A./B.Sc. university degree in liberal arts, social sciences, American Studies, or other arts and humanities is required.

--**Prior Work Experience:** At least three years of work experience in events or program planning, arts administration, public relations, academia, or related fields is required.

--**Language Proficiency:** Level IV (fluent) written/spoken English and at least level III (Good Working Knowledge) in Arabic are required.

--**Skills and Abilities:** Must have strong communication, networking, and computer word processing abilities. Should combine innovation and imagination with planning and logistical skills. Must be willing to travel on regular field trips to various parts of the Sudan, predominantly within the southern region of Sudan. Must be able to draft correspondence and reports in English. Must have ability to translate between English and Arabic.

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:

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 -

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. 247/274.
E-mail: KhartoumHROFSNDL@state.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.*