



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-07-024

OPEN TO: All interested and qualified candidates
 Current mission employees serving a probationary period are not eligible to apply.
POSITION: Secretary/Administrative Clerk (OBO)
OPENING DATE: Thursday, April 19, 2007
CLOSING DATE: Sunday, April 29, 2007 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
POSITION GRADE: FSN-06
DURATION OF POSITION: Limited to minimum one year and subject to completion of project construction work.

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 Secretary/Administrative Clerk in the Office of Building Operations (OBO) of the U.S. Embassy Khartoum, Sudan.

BASIC FUNCTION:

The incumbent performs all clerical and office work associated with the functions of the OBO Project Director's Office. Incumbent is directly supervised by the Administrative Assistant, and receives overall supervision from the OBO Project Director and the Construction Manager.

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 plus a minimum of one year diploma in Business Administration or Management is required.

--Prior Work Experience: At least three years of administrative/clerical experience is required.

--Language Proficiency:

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent

--Skills: Typing 60 words per minute minimum. Ability to deal effectively and courteously with all persons associated with on-going OBO projects.

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.

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: KhartoumHROFSNDL@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.*