



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-06-045

OPEN TO: All interested and qualified mission employees
 Current mission employees serving a probationary period are not eligible to apply.
POSITION: Mailroom Supervisor
OPENING DATE: Tuesday, June 6, 2006
CLOSING DATE: Wednesday, June 14, 2006 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-05 USD \$5,880 (Starting Basic salary)

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 Mailroom Supervisor in the Mailroom Unit of the Information Management Office, Management Section.

BASIC FUNCTION:

The incumbent assists in the unclassified mail and pouch operations of the Embassy Mailroom. Extends the correctly authorized service in a timely and accurate manner to all agencies of the USG to including, but not limited to, STATE, DLO, CCE, USAID, and American School staff. Incumbent is directly supervised by the Information Management Officer and incumbent directly supervises one Mail Clerk.

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 office work experience, with at least one year of the experience in a USG Agency and two years minimum of supervisory experience is required.

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

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

--**Skills:** Must be able to operate computer word processing and spreadsheet keyboard/data entry (for maintaining a log of invoices) at standard level.

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 for Federal Employment and a resume (current mission employees must submit an in-house application).
2. Supporting documentation (e.g., essays, certificates, awards) that address the requirements of the position as listed above.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy, Khartoum
Telephone: 774700 Ext. 247/274.

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.