



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-08-014**

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

**POSITION:** Voucher Examiner/Alternate Cashier

**OPENING DATE:** Sunday, December 9, 2007

**CLOSING DATE:** Sunday, December 23, 2007 - max. 4:30 p.m.

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

**SALARY & GRADE:** FSN-07

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT (OR) 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 qualified individual for the position of Voucher Examiner/Alternate Cashier in the Financial Management Office (FMO) at the US Embassy Khartoum Sudan.

**BASIC FUNCTION:**

Incumbent serves as the Financial Management Office (FMO) Voucher Examiner/Alternate Class B Cashier of Embassy Khartoum. Incumbent examines and processes vouchers for OBO, PROG, PDO, and DLO. Incumbent examines Utility, Telephones, ORE and Representation Vouchers. The incumbent reports directly to the Financial Specialist and acts as backup to the other Voucher Examiner. Acts as an Alternate Class B cashier.

**QUALIFICATIONS REQUIRED:**

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

--**Education:** Completion of University Degree in the field of Accounting, Auditing or Finance is required.

--**Prior Work Experience:** One to Two years of progressively responsible experience in accounting, finance, or U.S Government financial work is required. Private sector experience in accounting/bookkeeping functions may be considered. Prior experience with and knowledge of U.S Government regulations is required. Prior cashier experience is required.

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

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

--**Skills:** Must be able to use a personal computer and other equipment such as a copier and a fax and have a proficiency in computer application such as Excel, Word, Access and Outlook. Must be well organized, show attention to details, and be able to communicate directly and clearly, both verbally and in writing. Must possess excellent public relations skills essential for working directly with post management, Consulate, chiefs of sections, and other agencies. Incumbent must be able to work under pressure and be an active FMO team player.

**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.  
-- When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**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 -

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.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6100.

E-mail: [KhartoumHROFNSNDL@state.gov](mailto:KhartoumHROFNSNDL@state.gov). (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

For more information about the positions and application procedures, please visit the U.S Embassy internet website at the following link <http://khartoum.usembassy.gov> and access the vacancies through "Job Opportunities" located at the end of the page.

**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.*