



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-09-03

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

POSITION: Administrative Assistant

DUTY STATION: Khartoum

OPENING DATE: Monday, December 15, 2008

CLOSING DATE: Monday, December 29, 2008 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-6

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.

USAID/Sudan is seeking a qualified individual for the position of Administrative Assistant in the DFO at USAID Khartoum.

BASIC FUNCTION:

Coordinates travel schedule. Liaises with DFO and OFDA/Wash. Provides a full range of general administrative services operations support specific to OFDA (both DFO and non-DFO) Acts as an interpreter/translator and provides logistics support. Manages incoming and outgoing correspondence. Provides administrative support services coverage to Darfur Field Office/s if needed

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.

--**Prior Work Experience:** At least one year in similar field is required.

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

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

--**Skills:**

Microsoft office Software, Typewriter, copier, Communication Equipment skills.

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 US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.
3. 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.
4. 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 and supporting documentation including essays, certificates, awards - that address the requirements of the position as listed above. Forms are available at the USAID Office at Algreiaif.

- 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

USAID - Khartoum

Telephone: 83-268755 Ext. 1037.

E-mail: khartoumusaidhr@usaid.gov. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

*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.*