



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NO: VA-10-008 (Juba)**

- OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.
- POSITION:** Receiving Clerk
- DUTY STATION:** Juba
- OPENING DATE:** Monday, April 19, 2010
- CLOSING DATE:** Monday, May 03, 2010 - max. 4:30 p.m.
- WORK HOURS:** Full-time; 40 hours/week
- SALARY & GRADE:** FSN-4

**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 USAID/Sudan is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Receiving Clerk in the Executive Office at USAID Juba.

**BASIC FUNCTION:**

Serves as sole Receiving Clerk at the Warehouse in Juba and is responsible for receiving, inspecting and documenting Mission supplies, Furniture and equipment, presently the dollar amount for the EXP and NXP goods is expected to be receives stand at \$1,500,000

**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 3 years of experience in Supply Management and related clerical experience is required.

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

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

**--Skills** Must be familiar with, and be able to effectively use, applicable computer software such as MS Word, MS Excel, MS PowerPoint, MS Outlook and Windows.

**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.

**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.

**TO APPLY:** Interested individuals for this position should submit the following to either USAID Khartoum or USAID Juba or the application will not be considered:

Application form for Federal Employment and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above to either the USAID EXO/Human Resources Office in Juba or Khartoum. USAID Khartoum is located at the US Embassy Compound in Soba.

- 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

USAID - Khartoum

Telephone: (249) 1-870-22000 Ext. 2262

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

**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.*