



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-09-30**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Safety Program Coordinator  
**OPENING DATE:** Monday May 11, 2009  
**CLOSING DATE:** Monday May 25, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-08

**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 Safety Program Coordinator in the Facility Management Section (FMS) at the U.S Embassy Khartoum Sudan.

**BASIC FUNCTION:**

Incumbent serves as the Safety Program Coordinator with responsibility for assisting the Post Occupational Safety and Health Officer (OSHO) in carrying out the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post as required by 15 FAM 900 and 15 FAM 800; assures that all government-owned and leased property in country meet the requirements of 15 FAM 253.5, 15 FAM 432, 15 FAM 840, and 15 FAM 950, as well as other related Departmental requirements which may exist. Incumbent reports directly to the Post Facility Manager or Occupational Safety and Health Officer.

**Major Duties and Responsibilities:**

- **Inspections:** Schedules and performs required safety and health and fire inspections of all USG facilities, including offices, residences, annexes and warehouses for conditions that pose an imminent threat to occupants and structure. Performs visual inspections of fire detection, alarm, and suppression systems when installed in buildings. High hazard areas as delineated in 15 FAM 962(e) will be inspected at least twice per year. Identifies hazards and evaluates safety risks, using SHEM and FIR standards and references, and Occupational Safety and Health Administration guidelines. Determines methods for correcting identified safety and fire hazards and coordinates to implement solution. Prepares reports of findings and recommendations and oversees completion of hazard abatement.
- **Security Issues:** Provides advice to the Regional Security Officer staff when planning the installation of security hardware or equipment at residential compounds. Includes security grills, doors, locks, and means of emergency egress.
- **Advisory Responsibilities:** Provides advice on all safety, health, occupational, management issues outside the duties of the Regional Medical Officer. Advises both in-house staff and the various Contracting Officers such as those for the gardening contracts with advice pertaining to contractors performing their duties and responsibilities in a manner that meets SHEM requirements.

- **Training:** Develops and provides safety training in conjunction with SHEM and FIR requirements for supervisors and employees in accordance with applicable requirements and ensures that employees are familiar with safety rules and procedures for performing their jobs in a safe manner. Also provides training to employees and family members on residential safety hazards such as pest control, pool safety and the proper use of safety equipment. Conducts fire and life safety training programs for office and residential building occupants.
- **Mishap Investigation:** Assists in conducting investigations under the direction of the POSHO for all mishaps involving fires, injuries, illnesses, motor vehicle accidents, property loss and employee complaints/suggestions regarding hazardous conditions or equipment and institutes operational guidelines for post personnel to prevent occurrence/reoccurrence. Perform basic fire investigations and analysis of cause. Reports as necessary to SHEM in accordance with 15 FAM 964, FIR in accordance with 15 FAM 820 and 850 and tracks accident trends for the POSHO and SHEM Committee.
- **Documentation:** Maintain and updates office files and databases current and accurate. Includes records of POSHO inspections, reports of investigations, complaints of unsafe working conditions, accident and incident reports, trainings, surveys and minutes of SHEM Committee meetings. Keeps the SHEM reference library current. Maintains a complete inventory of all chemical products used at post and keeps Material Safety Data Sheets for each product.
- **Reporting:** Assists customers in the preparation of accident reports such as the DS-1663 and DS-1664 reports. Adheres to SHEM reporting timelines which vary between immediate and 24-72 hours. Prepares written condition reports within 5 days of inspections. Reports are generally for in-house use but many such as the annual accident report to SHEM are submitted on a regular basis.
- **Strategic Planning:** Plans for yearly safety requirements for the entire mission to include Consulate Juba and El Fasher. Duties include assisting in budget preparation, identifying training requirements, tools, equipment or vehicles for mission personnel.
- **Contractor Oversight:** Monitors contractors to ensure that they are in compliance of SHEM safety standards. Visits job sites on a regular basis and generates reports and advises contractors on non-safety compliance issues.
- **Management Assistance:** Ensures that safety equipment is procured as needed and that all tools and equipment are maintained in good condition. Reviews job tasks and selects appropriate proper personal protective equipment to include safety shoes, protective eyewear, and other items to protect employees. May assist up to seven supervisors on a regular in determining staffing requirements in ensuring the correct number and right types of trades and skills are at a job location.
- **Implementation:** Under the authority of the POSHO, ensures that all management and administrative policies and operations at post conform and are consistent with 15 FAM 930 SHEM and 15 FAM 800 FIR program responsibilities. Ensures that employees follow prescribed safety and health procedures, use appropriate safety equipment, and report hazardous conditions and mishaps. Assists the POSHO and other offices with the implementation of SHEM special emphasis programs to include residential safety compliance, carbon monoxide poisoning prevention; integrated pest management program; motor vehicle safety management program; and the swimming pool safety program. Serves as a member of the post's SHEM Committee and acts as a recorder for committee minutes. During construction and renovation projects, ensures that contractors

have and adhere to a safety plan that protects both embassy personnel and contractors.

- Develops plans, procedures, and standards to implement fire protection and prevention programs.

**QUALIFICATIONS REQUIRED:**

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

--**Education:** University studies or vocational training in facilities management or environmental safety or related field (construction, engineering, architecture, etc).

--**Prior Work Experience:** Minimum two years experience in the maintenance or construction field performing repair work or in the field of occupational safety; 3 additional years of work experience as a construction supervisor or quality control assurance inspector with experience managing people and resources.

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

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

--**Skills:** Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc. Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects. Excellent interpersonal and communication skills. Ability to be flexible, resourceful, service-oriented, and self-motivated, and to work within the existing mission structure.

**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. 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: [KhartoumHRO\\_DL@state.gov](mailto:KhartoumHRO_DL@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.*