



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
37-2014

OPEN TO: All Interested Candidates
POSITION: Assistant Shift Supervisor, FSN-5*; FP-9**(Please refer to the position title or VA number in your application to be considered)
OPENING DATE: November 24, 2014
CLOSING DATE: December 8, 2014
WORK HOURS: Full-time; 42 hours/week
COMPENSATION: DZD 1,132,266* (Grade 5)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Assistant Shift Supervisor in the Regional Security Office.

BASIC FUNCTION OF POSITION

Incumbent provides work guidance to the senior guards and serves as alternate for LGF Shift Supervisor. Performs full range of guard duties for the US Embassy and other US Government owned or leased properties as directed by the RSO. Serves as the first line of defense against terrorism, crime, fire, and vandalism aimed at US Government installation, taking appropriate actions or informing supervisors. Receives supervision and direction from a Guard Supervisor FSN-6.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

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

1. Required Education: Completion of Secondary School and two years in security experience OR no secondary school and five years of security experience

2. Prior Work Experience: Two years experience in security is required

3. Language Proficiency: Level 3 English, French and Arabic is required.

4. Other criteria: Strong knowledge that approaches the level of the Shift Supervisor. Knowledge of all Management Office Policies, LES handbook, Guard and Post Orders.

Knowledge of security procedures and methods used for the protection of persons and property and general knowledge of usual forms of identification for Algerian nationals and US citizens. Familiarity of crowd control procedures.

5. Other Skills and Abilities: Must be skilled to communicate with the FSNs and Americans, including the security personnel. Must have interpersonal skills and ability to instruct LGF personnel on usage of security equipment, guard techniques, and employee performance. Ability to organize and plan the work schedules and time and attendance forms. Ability to communicate orally and in writing, submit reports and maintain records.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: December 8, 2014

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Assistant Shift Supervisor, Vacancy Announcement # 37-2014

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**