



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

Vacancy Announcement
45-2014

OPEN TO: All Interested Candidates
POSITION: Custodial Supervisor FSN-5*; FPAA ** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: December 16, 2014
CLOSING DATE: December 30, 2014
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,085,562 * (Grade 05)

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

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

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of **Custodial Supervisor** in the Ground and Building Section.

BASIC FUNCTION OF POSITION

Under the general direction of the Buildings and Grounds Foreman, the incumbent supervises all custodians and any laborers assigned; ensuring cleanliness of the interiors of assigned government owned or leased facilities. Assists with cleaning of building exteriors when assigned.

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 primary school.
- 2. Prior work experience:** Two years in a custodial or other service-related field and one year of Supervisory experience are required.
- 3. Language Proficiency:** Level III French, Arabic and level II English are required.

4. Other criteria: Methods, equipment, and materials used in custodial / janitorial / housekeeping work. Sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas.

5 .Other Skills and abilities: Able to plan, organize, and direct the work of subordinate. Give on-the-job instructions for custodial / janitorial / housekeeping tasks. Keep inventories and make requisitions. Keep records and prepare reports using MS Office or equivalent programs. Able to analyze situations accurately and implement effective courses of action. Able to effectively supervise and motivate staff. Able to plan and implement a Post-wide program of building maintenance and improvement.

Ability to work independently and prioritize tasks in order to meet the needs of the facility and all its customers. Ability to avoid unsafe situations. Good interpersonal skills with the ability to communicate effectively and interact with people of all ages and diverse backgrounds. Able to use all of the usual tools of the trade. Possess a valid, current car and / or truck driver's license.

Able to safely lift, tug, pull, transport, move, lift, and/or carry, with or without assistance, equipment, parts, and job related materials exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move, lift, and carry objects. Able to climb stairs and ladders up to 40 ft., work from scaffolding and high areas using appropriate PPE and other equipment, and use ramps and aerial devices above ground.

Able to work both inside and outside in extreme heat and/or cold conditions, as well as conditions that are wet/humid, dry and during times when temperatures are below 32 °F or above 100 °F for more than one-hour. The employee may be required to bend, squat, stretch and stand, and/or work in cramped areas and/or confined space areas for prolonged periods of time. The work environment may frequently include dust and/or airborne particles and occasionally loud noise, electricity, chemicals, gases, fumes, and vibration.

For this reason, the employee, when appropriate, is required to wear designated PPE to include, but not limited to, ANSI approved safety eyewear, gloves, hearing protection, full-face shield, respirator mask, and "steel toed" footwear to prevent exposures to hazardous materials, noise, dust and/or other hazards. Must be able to respond to emergencies at all times
(24/7/365)

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 applicants for this position must submit: (1) and (2) below:

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 a curriculum vita 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.

CLOSING DATE FOR THIS POSITION: 12/30/2014

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: **Custodial Supervisor #45-2014**
Point of Contact: Human Resources Office
Fax to: 0770 082 288
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**