



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

Vacancy Announcement  
# 35-2014

**OPEN TO:** All Interested Candidates  
**POSITION:** HR Assistant/Customer Service and Translator FSN-07\*\*, FP-07\*\*  
(Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** October 14, 2014  
**CLOSING DATE:** October 28, 2014  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,322,921\* (Grade 07)

**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.

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 HR Assistant/Customer Service and Translator in the Human Resources Office.

**BASIC FUNCTION OF POSITION**

Jobholder serves as one of six locally employed (LE) Human Resources (HR) Assistant. Major responsibilities include; managing the LE staff customer service support and orientation center, translation services, and administering LE document requests. In addition, incumbent would be HR's e-resource coordinator (updates, develops and manages SharePoint, e-service request, and other e-tools), be expected to update HR's internal shared folders (responsible for developing internal nomenclature scheme to organize documents), office supply management, office/conference room meeting arranger, timekeeper for designated sections and other HR related duties assigned by supervisor. Jobholder would report to and be supervised by the Human Resources Officer.

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:** A Bachelor Degree in Humanities or Administrative study is required.
- 2. Prior work experience:** Three years of progressively responsible experience in the administrative or management field is required.
- 3. Language Proficiency:** Level 4 in English, Arabic and French is required.
- 4. Other criteria:** Requires general knowledge of 3 FAH, 3 FAM, LES Handbook, Local Compensation Plan, and those portions of other- agency HR management handbooks, Should be proficient in SharePoint and other service providing software. The employee will need to know how to translate and be proficient in French, Arabic, and English.
- 5. Other Skills and abilities:** Must possess finely honed interpersonal skills, strong analytical skills; and better than average organizational skills with the ability to work on his/ her own initiative. Must be able to write reports in English, French and Arabic at a professional level. Requires the ability to create reports with MS Word and Excel and operate office equipment (copier, FAX, PC, etc.).

## **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 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.

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

**CLOSING DATE FOR THIS POSITION: October 27, 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: HR Assistant/Customer Service and Translator Vacancy Announcement #35-2014

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalqiers\_app@state.gov**