

Vacancy Announcement
American Embassy Employees Association
Algiers, Algeria

Vacancy Announcement
AEEA-1

OPEN TO: All Interested Candidates
POSITION: Manager, American Embassy Employees Association
OPENING DATE: September 10, 2013
CLOSING DATE: September 24, 2013
WORK HOURS: Part-time; 16 hours/week
COMPENSATION: DZD 30,000.00* monthly (local) / USD \$7.25 hourly (EFM)

*This represents the total monthly compensation (after social security deduction).

The American Embassy Employees Association (AEEA) at U.S. Embassy Algiers, Algeria is seeking an individual for the position of Manager. The selected candidate will sign a personal contract with the AEEA located at the U.S. Embassy Algiers. The contract will not obligate the U.S. Government in any way.

The occupant of this position reports to the AEEA. The incumbent will be held fully accountable for the responsibilities and resources entrusted to him or her.

1- BASIC FUNCTION OF POSITION

- Operate AEEA Commissary.
- Manage Commissary stock and inventory in coordination with AEEA Inventory Manager.
- Maintain Association records and files under supervision of AEEA Secretary.
- Place purchase orders under supervision of AEEA Buyer.
- Manage Association finances under supervision of AEEA Treasurer.
- Report directly to AEEA President for all supervisory matters or other matters not listed above.
- Plan and carry out events at the direction of AEEA Board.
- Coordinate with external vendors who do business at the Commissary.
- Serve as primary point of contact for all matters relating to AEEA Algiers.

2- Work Schedule: Employee will work during Commissary operating hours, beginning 30 minutes before opening until 30 minutes after closing. The Commissary is open two afternoons per week from 1700-1800, but this is subject to change by decision of the AEEA Board. The remaining twelve hours per week will be split among four 3-hour workdays to be determined by agreement between Employee and AEEA Board. Friday and Saturday are days off unless otherwise specified in advance by the AEEA Board.

3- QUALIFICATIONS REQUIRED

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

A. Required Education: Completion of elementary or middle school education is required.

B Prior Work Experience: A minimum of one year of experience in retail management is preferred. Experience owning or managing a shop of any kind will satisfy this requirement.

C. Language Proficiency: Level III English is required. Level II French or Arabic is desirable but not required.

D. Other Skills and Abilities: The incumbent must have either a strong familiarity with Intuit Quickbooks, or a documented background dealing with business-oriented computer systems and databases and an ability to learn complex software programs quickly. Proficiency in the Microsoft Office line of software (Word, PowerPoint, and particularly Excel) is required. Experience in financial and administrative recordkeeping, particularly for a small business, is highly desirable. Incumbent will be responsible for preparing an annual financial audit for the Office of Commissary and Recreational Affairs (CR) in coordination with the AEEA Board. Incumbent must also have strong customer service skills and a positive, service-oriented attitude. Incumbent must be highly trustworthy, reliable, and punctual, and must agree to conduct himself/herself in such a way as to not bring discredit upon himself/herself, the AEEA Board, or the Association itself. Incumbent recognizes that the abuse or misappropriation of AEEA resources may result in termination, civil liability, and/or criminal prosecution.

TO APPLY

Interested applicants for this position must submit below:

1. Preliminary Documentation
 - Current Resume. A current resume.
 - Letter of Interest. You must attach to the letter:

CLOSING DATE FOR THIS POSITION: September 24, 2013

Submit Application to: **Human Resources Office**
Attention: AEEA Manager, Vacancy Announcement # AEEA-1
Fax to: 0770 082 288
E-mail : usembassyalgiers_app@state.gov
Post to: BP 408 16000 Alger Gare