



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

Vacancy Announcement (VA)  
# 19-2013

**OPEN TO:** All Interested Candidates  
**POSITION:** Commercial Specialist, FSN-10\*; FP-5\*\* (Please refer to the position title or VA number in your application to be considered)  
**OPENING DATE:** July 16, 2013  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,288,949\* (Grade 10)

**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 Commercial Specialist at the Foreign Commercial Service

**BASIC FUNCTION OF POSITION**

The incumbent is a professional analyst and an advisor to the Regional Commercial Counsellor and the Senior Commercial Specialist in planning, organizing and administering Commercial Service programs to facilitate the marketing and export of U.S. products and services. In addition to overall knowledge of the country, economy, and bilateral trade relationship, the incumbent has expertise in, and responsibility for specific industry and service sectors including regional sectoral coordination. The incumbent uses this knowledge and expertise to the benefit of U.S. companies through: selection, recommendation and delivery of Commercial Service products and services; organization of trade events; counselling of U.S. and host country companies; and preparation of research and analyses on market developments and trends.

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:** Bachelor's Degree or equivalent degree in economics, marketing, business administration, and international trade is required.
- 2. Prior Work Experience:** Five years of progressively responsible experience in business, government or NGOs in the fields of marketing, trade promotion, economics, international trade is required.
- 3. Language Proficiency:** Level IV English, French and Arabic is required.

**4. Other criteria:** Expert level knowledge in Algeria's economy and its business customs, practices, marketing channels, laws, regulations, and policies. ITA's and Commercial Services' goals, programs, policies, procedures, and reporting requirements. Programs of U.S. government agencies involved in trade promotion activities, trade financing, investment insurance, and project financing (ExIm Bank and OPIC). Algerian business community, including key players, key contacts, company histories, corporate relationships with other Algerian and/or international firms, and current and expected movements and trends. Algeria's economy and international trade negotiations, including a solid comprehension of foreign trade policy and issues, especially those that affect U.S.-Algeria bilateral commercial relations.

**5. Other Skills and Abilities:** Incumbent must be able to provide detailed information on the Algerian economy, industrial and commercial structure, business and industry customs and practices, trade investment laws, regulations and policies in order to provide expert level counselling to U.S. exporters. Makes judgment on suitability of firms as proper contacts for U.S. companies. Will also make judgment on suitability of particular trade events. Solves complex commercial and trade issues related to marketing strategies and sales of U.S. products. Solves trade event/trade mission issues (e.g. last minute program changes; managing budgets). Ability to deal with a wide range of Algerian and U.S. contacts (often times in sensitive and urgent issues); well-developed counselling skills, combined with sales and marketing skills; excellent research and writing abilities; competence in word-processing, use of trade database, spread sheet, presentation, and client tracking software; and ability to juggle concurrent work projects with competing deadlines.

#### **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: Open Until Filled**

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: Commercial Specialist, Vacancy Announcement # 19-2013

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](mailto:usembassyalgiers_app@state.gov)

Drafted: NBentoura

Cleared: DWallace

Approved: DFerguson