



**Vacancy Announcement
Chief of Mission Residence
Algiers, Algeria**

Vacancy Announcement
01-2014

OPEN TO: All Interested Candidates
POSITION: Cook Assistant
OPENING DATE: March 6, 2014
CLOSING DATE: March 20, 2014
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 36,132.5*

*This represents the total monthly net salary (after social security contributions deduction).

The Chief of Mission of the U.S. Embassy in Algeria is seeking an individual for the position of Cook Assistant at the Chief of Mission Residence.

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

The selected candidate will sign a personal contract with the Ambassador of the United States in Algeria. The contract will not obligate the U.S. Government in any way.

The occupant of this position is expected at all times to be cognizant of the standards and requirements of the Ambassador and his spouse and meet these standards and requirements in a professional manner.

1. BASIC FUNCTIONS OF THIS POSITION:

- Assist the chef on the daily basis(cleaning, preparing menus, households supplies and food)
- The contractor Serves on daily basis
- The contractor assists the maid and senior housekeeper when required.
- Assist on official event
- Assumes tasks as instructed by the Residence Manager

2. WORK SCHEDULE: The contractor's normal workweek is from Sunday thru Thursday from 8 a.m. to 5 p.m. with one hour off for lunch and Friday and Saturday off. The regular hours and days of work shall be scheduled in consultation with other residence staff to assure full coverage without necessity for overtime.

In addition, the contractor may be required to work extra mornings, afternoons, or evenings, including weekends to help with representational events.

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 middle school education is required.

B. Prior Work Experience: One to two years experience as a cook assistant or related field

C. Language Proficiency: Level II French and Arabic is required, English is desirable.

D. Other Skills and Abilities:

- discretion of the highest order;
- the ability to effectively assess priorities;
- the ability to work with minimal supervision and direction;
- the ability to work in a team environment;
- common sense and tact;
- diligence, reliability and honesty;

TO APPLY

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

1. Preliminary Documentation

- Current Resume. A current resume.
- Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

2. Proof of education.

- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

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

CLOSING DATE FOR THIS POSITION: March 20, 2014

Submit Application to: **Human Resources Office, U.S. Embassy Algiers**

Attention: Cook Assistant, Vacancy Announcement #01-2014

For quicker receipt fax to HRO office: 0770-08-22-88

Or post to: BP 408 16000 Alger Gare

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

Notes: 1) Only the best qualified applicants will be contacted for an interview.

2) If the selected candidate is Algerian, he/she will be enrolled in the Algerian Social Security system under "Gens de Maisons et concierges".