

**Vacancy Announcement
Marine Security Guard
U.S Embassy
Algiers, Algeria**

Vacancy Announcement
01-2013

OPEN TO: All Interested Candidates
POSITION: Cook
OPENING DATE: March 11, 2013
CLOSING DATE: March 25, 2013
WORK HOURS: Full-time; 30 hours/week
COMPENSATION: DZD 32,640.00 *

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

The Marine Security Guard of the U.S. Embassy to Algiers, Algeria is seeking an individual for the position of Cook.

1- BASIC FUNCTION OF POSITION

- Cook Meals for Employer: Breakfast, Lunch, and Dinner.
- Keep the kitchen clean
- Accompany Mess manager on food runs when asked
- Provide healthy balanced meals for Employer
- Cook Meals for guests of Employer when asked

2- Work Schedule: The Employer normal workweek is from Sunday to Thursday from 8 a.m. to 2 p.m. Friday and Saturday are days off unless otherwise specified, which will be arranged by the employer.

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: Six months to one years experience in Cooking is preferred.

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

D. Other Skills and Abilities: The incumbent is expected to maintain utmost discretion, high hygienic standards, a sober and tidy appearance, and a pleasant and cooperative manner. She/he is expected to follow instructions, work with due diligence, and exhibit qualities of punctuality, reliability, and trustworthiness. She/he agrees to conduct herself/himself in such a way as to not bring discredit upon herself/himself, her/his employer, or the United States Government. The contractor shall not engage in other unauthorized employment during the life of this contract and agrees not to convey information relating to the business, activities or affairs of the employer without the prior approval of employer.

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.

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.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

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CLOSING DATE FOR THIS POSITION: March 25, 2013

Submit Application to: **Human Resources Office**
Attention: Cook, Vacancy Announcement #01-2013
Fax to: 0770 082 288
E-mail : usembassyalgiers_app@state.gov
Post to: BP 408 16000 Alger Gare

Note: Only the best qualified applicants will be contacted for an interview