



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

Vacancy Announcement (VA)
#23-2013

OPEN TO: All Interested Candidates
POSITION: Human Resources Assistant/Customer Service Provider, FSN-07*; FP07** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: July 29, 2013
CLOSING DATE: August 12, 2013
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 785,264

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 of Human Resources Assistant at the Human Resources Office

BASIC FUNCTION OF POSITION

Jobholder serves as one of five Human Resources Assistants and is supervised by the Human Resources Officer. Major responsibilities include, managing the Embassy's customer support center, awards program administrator, HR's e-resource coordinator (updates, develops and manages SharePoint, e-service request, and other e-tools), manages/updates HR's internal shared folders (responsible for developing internal nomenclature scheme to organize documents), and processing e-service requests for various HR documents. Provides primary back-up assistance to two HR Assistants (American and Analyst positions respectively).

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 Humanities or Administrative study is required.
- 2. Prior Work Experience:** Two years of progressively responsible experience in the administrative or management field is required.
- 3. Language Proficiency:** Level English IV, French and Arabic 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, Award SOP.

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.).

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: August 12, 2013

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: Human Resources Assistant, Vacancy Announcement #23-2013

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