



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

Vacancy Announcement (VA)  
# 08-2013

**OPEN TO:** All Interested Candidates  
**POSITION:** Motor Pool Dispatcher/Driver FSN-5\*; FP-09\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** March 5, 2013  
**CLOSING DATE:** March 19, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 645,641\* (Grade 5)

**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 Motor Pool Dispatcher/Driver in the General Services Office.

**BASIC FUNCTION OF POSITION**

Functions as Dispatcher, controlling motor vehicle use to provide efficient transportation service to the embassy community. Directly supervises 9 motor pool drivers and indirectly supervises all drivers on his/her shift. Prepares weekly drivers schedules to ensure drivers do not work more than ten hour shifts. Checks oil, brakes, and proper functioning of all vehicles. Reports all motor pool accidents and incidents and occasionally operates a motor vehicle to transport passengers and cargo as needed.

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:** Completion of secondary school is required.

**2. Prior work experience:** One year previous experience as chauffeur is required and/or one year of office / administrative work is required.

**3. Language Proficiency:** Level 3 English, French and Arabic is required.

**4. Job Knowledge:** Must be familiar with local traffic laws and area traffic patterns; good knowledge of automotive vehicle operation and safety and a general knowledge of automotive maintenance. Must become familiar with 14 FAM and FAH regulations concerning motor vehicle usage.

**5. Other Skills and abilities:** Must have local driver's license to drive light vehicles, license for heavy vehicles is a plus. Must have ability to organize trip and work schedules. Must be able to negotiate effectively conflicting desires or requests from chauffeurs and customers for changes in trip or work schedules.

#### **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: March 19, 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: Motor Pool Dispatcher/Driver, Vacancy Announcement # 08-2013

Point of Contact: Human Resources Office

Fax to : 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**