



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

Vacancy Announcement (VA)
20-2015

OPEN TO: All Interested Candidates
POSITION: Driver FSN-3*; FP-BB** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: June 3, 2015
CLOSING DATE: June 17, 2015
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 905,163* (Grade 3)

*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 Driver in the General Services Office.

BASIC FUNCTION OF POSITION

The hired employee operates motor vehicles to transport passengers and cargo to designated locations and as required by the supervisor and American Officer.

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 Elementary school is required .
- 2. Prior work experience:** Two years of previous experience as a driver is required .
- 3. Language Proficiency:** Level 2 English, French and Arabic is required.

4. **Job Knowledge:** Must be familiar with local traffic laws and area traffic patterns.
5. **Other Skills and abilities:** Must have local driver's license to drive.

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: June 17, 2015

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: Driver, Vacancy Announcement # 20-2015
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**