



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

Vacancy Announcement
14-2012

OPEN TO: All Interested Candidates
POSITION: Administrative Clerk in the Community Liaison Office, FSN-5*; FP-09
** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: April 05, 2012
CLOSING DATE: April 22, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 645,641 * (Grade 05)

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 Administrative Clerk in the Community Liaison Office.

BASIC FUNCTION OF POSITION

The Incumbent assists and supports the Community Liaison Officer(s) with projects aimed at maintaining high morale such as orientation activities, cultural and recreational programs, and dissemination of information and assistance.

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:** Three years of work experience in an administrative, event planning, travel is required.
- 3. Language Proficiency:** Level III English, French and Arabic is required.

4. Other criteria: Strong knowledge of administrative functions such as filing and organizing are required. Detailed knowledge of the local tourist attractions for Americans. Organization skills and some project management ability are required.

5. Other Skills and abilities: Strong, interpersonal communication and customer service skills are required. Skill in Microsoft Suite applications (e.g. Word, Excel, Publisher, and PowerPoint) and detail-orientation will be important.

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

1. Preliminary Documentation
 - Embassy application form (usually the Application for Employment DS-174, available at the HR Office) or a current resume or curriculum vitae that provides the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
 - 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.

Unsuccessful applicants will not receive an invitation to attend the interview.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE

APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: April 22, 2012

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: Administrative Clerk, Vacancy Announcement #14-2012

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**

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