



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

Vacancy Announcement  
# 08-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Cultural Affairs Assistant – Youth Program, FSN-08\*; FP-06\*\*  
**OPENING DATE:** February 8, 2012  
**CLOSING DATE:** February 22, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 923,619\* (Grade 08)

\*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 Cultural Affairs Assistant – Youth Program in the Public Affairs Office.

**BASIC FUNCTION OF POSITION**

Under the direct supervision of the American Cultural Affairs Officer, the incumbent is responsible for planning and executing the U.S. Embassy's cultural, exchange, and educational programs. Incumbent is responsible for managing all youth-oriented exchanges and/or youth outreach, and is the embassy's point person on all youth-related issues. He or she may serve as the responsible LES for the growing number of visits being made by American officials to Algeria. He or she establishes contact with Algerian governmental, educational, and cultural officials in support of the Embassy's public affairs programs. Incumbent may serve as an oral translator of English, Arabic, and French.

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 university degree in Humanities or Social Sciences is required.

**2. Prior Work Experience:** At least three years of responsible work experience in program management, administration, or teaching is required

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

**4. Other criteria:** Job holder is required to maintain situational awareness of Algerian current events and social trends in areas that may affect programming, such as security developments, or legal/social changes that affect education, non-governmental organizations, youth, etc. Job holder must have a good understanding of American culture, particularly, but not limited to, the American education system, and American government, holidays, customs, traditions, and social mores.

**5. Other Skills and Abilities:** Job holder must initiate and develop working-level and high-level contacts with Algerian government officials. Job holder must be able to draft, edit, and translate written materials into and from Arabic, English, and French. Job holder is expected to have excellent time management, program management, and interpersonal skills. Job holder must be able to multi-task and must be able to work effectively with uncooperative agencies or companies.

#### **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 an 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
  - Current Resume. A current resume or curriculum vitae that provide 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.

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.

### 3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office).
- Can be submitted if selected for an interview.

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: February 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: Cultural Affairs Assistant – Youth Program, Vacancy Announcement #08-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

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

**Note: Only the best qualified applicants will be contacted for a test and interview**