



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

Vacancy Announcement (VA)
58-2012

OPEN TO: All Interested Candidates
POSITION: Cultural Affairs Specialist FSN-10*; FP-05** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: December 18, 2012
CLOSING DATE: January 1, 2013
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,288,949* (Grade 10)

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 Cultural Affairs Specialist in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Under the direct supervision of the American Cultural Affairs Officer, the incumbent is responsible, together with one other Algerian Cultural Affairs Specialist, for planning and executing the U.S. Embassy's cultural, exchange, and educational programs. Those programs include, among others, the English Access Microscholarship Program, the English Language Fellows and English Language Specialists, Fulbright English Teaching Assistant, e-Teacher, TESOL, and any other of Post's exchange-based English teaching programs. The incumbent helps administer all U.S. government programs supporting the teaching of English in Algeria. He or she assists in setting up cultural events intended for the Algerian public.

He or she serves as the responsible LE Staff member for the growing number of visits being made by American officials to Algeria and establishes contact with Algerian governmental, educational, and cultural officials in support of the Embassy's public affairs programs. The incumbent organizes receptions and dinners given by the U.S. Ambassador and the Public Diplomacy Section. He or she drafts correspondence in English to the Department of State, American NGOs, and private Americans as well as correspondence in French and Arabic to Algerian officials. At times, the incumbent serves as an oral translator of Arabic, English, 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 the humanities or social sciences is required.

2. Prior work experience: Three years of progressively responsible professional experience whether in program management, educational administration, tourism management, reporting management, or similar professional-level work is required.

3. Language Proficiency: Level 4 English, French and Arabic is required.

4. Job Knowledge: 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. Expert language skills in reading, writing, speaking, and understanding. Ability to draft sophisticated texts in all three languages is required. Oral translation skills are desired since the incumbent will be asked at times to translate from and into all three languages.

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: January 1, 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: Cultural Affairs Specialist, Vacancy Announcement # 58-2012
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**

