



**Vacancy Announcement
Deputy Chief of Mission Residence
Algiers, Algeria**

Vacancy Announcement
01-2011

OPEN TO: All Interested Candidates
POSITION: Housekeeper/Server
OPENING DATE: October 10, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD (41,927)*

*This represents the total monthly compensation including salary, bonus and benefits (after social security deductions).

The Deputy Chief of Mission of the U.S. Embassy in Algeria is seeking an individual for the position of Housekeeper at her residence.

1- BASIC FUNCTION OF POSITION

- General cleaning of the residence.
- Laundering and ironing of bed and bath linens.
- Laundering and ironing of the Employer's clothing.
- Ordering of necessary cleaning supplies from the appropriate Embassy office or purchasing of them on the local market and preparing the appropriate documentation for reimbursement claims.
- Providing oversight of Embassy maintenance and repair staff working at the residence.
- Helps in the kitchen when required and as a server during dinners and meetings at the residence.
- Fulfilling of other tasks as required by the Employer.

2- **Work Schedule:** The Contractor's normal workweek is from Sunday to Thursday from 8 a.m. to 5 p.m. with one hour off for lunch and Friday and Saturday off.

3- QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

A. Required Education: Completion of elementary education is required.

B Prior Work Experience: One to two years of experience in housekeeping is preferred.

C. Language Proficiency: Level II French and Arabic is required. English is desirable.

D. Other Skills and Abilities: The incumbent is expected to maintain utmost discretion, high hygienic standards, a sober and tidy appearance, and a pleasant and cooperative

manner. She/he is expected to follow instructions, work with due diligence, and exhibit qualities of punctuality, reliability, and trustworthiness. She/he agrees to conduct herself/himself in such a way as to not bring discredit upon herself/himself, her/his employer, or the United States Government. The contractor shall not engage in other unauthorized employment during the life of this contract and agrees not to convey information relating to the business, activities or affairs of the employer without the prior approval of employer.

TO APPLY

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

1. Preliminary Documentation

- Current Resume. A current resume.
- Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - 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.

ALL APPLICATIONS MUST BE SUBMITTED WITH THE REQUESTED DOCUMENTS ABOVE OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open Until Filled

Submit Application to: **Human Resources Office**
Attention: Housekeeper, Vacancy Announcement #01-2011
Point of Contact: **Human Resources Office**
For quicker receipt fax to: 021-60-73-35
Post to: BP 408 16000 Alger Gare

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