



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

Vacancy Announcement
38-2012

OPEN TO: All Interested Candidates
POSITION: Economic Specialist FSN-10** FP-05** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: July 23, 2012
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD1,288,949* (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 Economic Specialist in the Economic Section.

BASIC FUNCTION OF POSITION

The Incumbent is the principal advisor to embassy staff on Algerian economy and economic issues. Responsible for developing and maintaining Political/Economic section contacts with a range of Algerian government and private sector economic actors. Responsible for devising programs/strategies to advance embassy economic goals for several sectors including: energy, trade, and finance. Monitors economic press reporting. Acts as an advisor and provides briefings to the Ambassador and senior level embassy staff on a range of economic issues where sound judgment is critical. Supports the Political / Economic section by researching and drafting economic reporting cables. Serves as locally engaged staff lead for Embassy entrepreneurship program participation including the North Africa Partnership for Economic Opportunity (NAPEO). Supervises and acts as the rating official for the Political/Economic section's Economic Assistant.

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 economics, political science, international relations, history, sociology, journalism, English is required.
- 2. Prior work experience:** At least three years work experience with increasing responsibility in fields such as journalism, business, international organizations, academia, and government. At least one year of supervisory experience.
- 3. Language Proficiency:** Level 4 English and French are required, both written and oral. Level 3 Arabic is required. Ability to perform translations and meeting interpretation (English/French) and (Arabic/English).
- 4. Other criteria:** Strong knowledge of Algeria's economic institutions is required. Must have strong knowledge of scope of U.S./Algeria economic relations and diplomatic as well as business practices. Knowledge of Embassy procedures would be highly desirable. Knowledge or familiarity with American or other western government agencies is welcomed. Understanding of USG procedures and Embassy operations would be highly advantageous. Knowledge of government ministries or agencies is required.
- 5. Other Skills and abilities:** Computer familiarity. Ability to work with little supervision, and prioritize assignments. Strong interpersonal skills and ability to interact with Algerian government officials is required. Research and writing skills are also critical.

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

CLOSING DATE FOR THIS POSITION: Open Until Filled

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:
Economic Specialist, Vacancy Announcement #38-2012
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**

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

