



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

Vacancy Announcement
A18-2012

OPEN TO: All Interested Candidates
POSITION: Economic Specialist FSN-09** (training level) FP-06** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: April 09, 2012
CLOSING DATE: April 23, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD1, 000,830* (Grade 09)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

***Please note that a selected candidate with six months supervisory experience will be hired at a Training Level FSN-09 for the first year.**

*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, DCM, and Political/Economic section chief 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 LES 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.

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 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. Six months of supervisory experience (training level).
- 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.

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 23, 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: Economic Specialist, Vacancy Announcement #A18-2012
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 an interview