



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

Vacancy Announcement
32-2011

OPEN TO: All Interested Candidates
POSITION: Electrical Technician, FSN-06*; FP-08** (Please reference the position title or VA number in your application to be considered)
OPENING DATE: October 24, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD727, 648* (Grade 06)

*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 Electrical Technician in the Facility Maintenance Section.

BASIC FUNCTION OF POSITION

Incumbent is employed as an electrician with journeyman level experience that accomplishes electrical installations maintenance and repair work throughout the buildings and grounds at the New Embassy Compound, Consulate Compound, other Government Owned and Long/Short Term Lease residential properties. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Work Order for Windows (WOW) module.

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: Secondary education and a completion of study covering the principles of AC and DC electricity power and their application are required.

2. Prior Work Experience: Two years working on the installation, maintenance and repair of commercial electrical systems such as those in large hotels, industrial facilities, and major office buildings.

3. Language Proficiency: Level II English, level III French and Arabic are required.

4. Other criteria: Competence in Installation of power and lighting circuits associated with switchboards and control gear in both single and multi-phase supplies. Overhaul and repair of motors, generators, transformers and recording instruments. Performs electrical testing procedures in circuitry and control devices on order to diagnose faults; determines continuity; insulation resistance; impedance and capacitance values all in accordance with local and international electrical codes. Ability to work from engineering drawings and building plans. Good working knowledge of maintenance/repair of domestic appliances

5. Other Skills and Abilities: Experienced in working with single and three phase circuits and equipment is required. Have ability to communicate in a timely manner all aspects of the job with regard to queries that the management customer base may have. Ability to work as part of a team. Good interpersonal skills. Ability to work under pressure within tight deadlines. Holder of a current driving license. Basic MS office needs to be able to make internet searches for spare parts and technical information.

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. EFMs that currently hold an FMA 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 Website).
- Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open Until Filled

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH OR THE APPLICATION WILL NOT BE CONSIDERED.

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: Electrical Technician, Vacancy Announcement #32-2011

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: usembassyalqiers_app@state.gov