



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

Vacancy Announcement
15-2012

OPEN TO: All Interested Candidates
POSITION: Facilities Maintenance Engineer/Deputy Facilities Manager,
FSN-12*; FP-03 **(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: DZD 1,885,748* (Grade 12)

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 Facilities Maintenance Engineer/Deputy Facilities Manager in the Facilities and Maintenance Section.

BASIC FUNCTION OF POSITION

The incumbent is the Deputy Facility Manager and resident expert on all electrical matters for Embassy Algiers and. Reports directly to the Facility Manager and has direct supervisory responsibilities for four subordinate supervisors: Mechanical, HVAC, Electrical and Grounds and Buildings in addition to the Work Control Clerk and the Safety Coordinator

Under the general guidance of the Facility Manager, the FM Engineer works independently to plan, develop, design, and supervise the completion of various complex facilities and electrical improvement projects. The incumbent will supervise all repairs to the Electrical Power Control System (EPC), Electric Power Distribution System, Emergency Power Generation, sophisticated Relay Logic Controls and Programmable Logic Controllers (PLC) systems related to electrical power generation and distribution.

The incumbent shall be available to work on all emergency situations on a 24-hour per day, seven days a week basis. Must be able to use AutoCAD to develop and design embassy projects for submission to Washington, DC, Overseas Buildings Operations.

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: Completion of BS degree in Electrical Engineering with emphasis on power generation and programmable logic controllers.

2. Prior work experience: five years work experience as an Electrical Engineer in a large facility with power generation and Building Automation controls. A minimum of two years of supervisory experience with large modern commercial or Government office building Facility Management Department. Previous experience working with U.S. building, trade, construction, fire, and safety codes and standards is a plus.

3. Language Proficiency: Level four English, French and level two Arabic are required.

4. Other criteria: Must have expert professional knowledge in the field of Electrical Engineering.

5. Other Skills and abilities: Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Ability to prepare written reports in English, to negotiate successfully with contractors, and to supervise and motivate subordinates. Must have capability to use engineering tools to track, record, troubleshoot and fine tuning M&E Work, i.e. Air flow tester, IAQ analysis, vibration analysis, LUX meter, etc...Software, advanced knowledge of MS Project, MS Office (MS Excel, MS Word, MS Power Point), and general Knowledge of AutoCAD. Job holder is capable of driving and holds a valid driver's license. Has a skill of principle control, wiring diagram and Programmable Logic Controller for operating main and slave panel of security access gate control.

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: Facilities Maintenance Engineer/Deputy Facilities Manager, Vacancy
Announcement #15-2012

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