



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

Vacancy Announcement
37-2012

OPEN TO: All Interested Candidates
POSITION: GSO Administrative Assistant FSN-07*; FP-07** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: July 23, 2012
CLOSING DATE: August 06, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD785, 264* (Grade 7)

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 Administrative Assistant in the General Services Office.

BASIC FUNCTION OF POSITION

The Incumbent provides the General Services Officer and Assistant General Services Officer with a full range of administrative support duties, including drafting cables, correspondence, Mission Policies, Standard Operating Procedures and Management Notices, and translation of documents. Maintains the daily calendar for the General Services Office, managing the incoming flow of visitors into the General Services Office. Sets appointments for the General Services Office with individuals or groups within and outside the Embassy. Makes and receives phone calls and faxes, directing communication to the appropriate office. Serve as a liaison with external contacts and coordinates the management of the GSO sections. Serves as a back-up to all GSO sections.

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 a University (B.A) degree in administrative, arts and humanities or management is required.

2. Prior work experience: Two years of prior work experience in administration is required.

3. Language Proficiency: Level IV (Fluent) English, French, and Arabic is required.

4. Job Knowledge: Strong knowledge of organizational skills and project management abilities are required. Strong knowledge of all general services operations and facilities management. Good knowledge of 6, 14 and 15 FAM and FAH. Good knowledge of T&A software and regulations.

5. Other Skills and abilities: Must be familiar with standard office equipment (Computer, calculator, fax) and with Outlook, Word, EXCEL, and PowerPoint. Customer service oriented with good oral communication and excellent interpersonal skills. Detail oriented. Ability to draft correspondence in French and English. Ability to draft management notices related to GSO. Provides reports on request.

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.

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

CLOSING DATE FOR THIS POSITION: August 06, 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: Administrative Assistant, Vacancy Announcement # 37-2012
Point of Contact: Human Resources Office
For quickest reception fax to: 0770 082 288
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**

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