



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

Vacancy Announcement
16-2012

OPEN TO: All Interested Candidates
POSITION: HVAC Technician, FSN-7*; FP-07 **(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 785,264 * (Grade 07)

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 two individuals for the position of HVAC Technician in the Facilities and Maintenance Section.

BASIC FUNCTION OF POSITION

The incumbent performs maintenance and repairs on U.S. government owned and leased property in accordance with established Department of State Overseas, Buildings Operations regulations. Incumbent is responsible for performing maintenance and repairs of Embassy Algiers automated chilled water system, numerous split-unit cooling systems, fresh air circulating systems, heating systems, and all associated equipment and controls providing air conditioning for critical communications equipment and personnel comfort. Incumbent reports to the HVAC Supervisor

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: The position requires successful completion of secondary school. Completion of vocational school from and accredited institute recognized as producing journeyman level technicians with concentration of HVAC principles and application.

2. Prior work experience: Minimum of five years of broad experience in operations and maintenance of building HVAC systems and associated equipment. A minimum of 3 years of experience must be as an HVAC technician working with large, modern commercial or government office building in operations and maintenance. Knowledge of US or International building, electrical, mechanical, fire and life safety codes; building and trade standards.

3. Language Proficiency: Level III English, French and Arabic is required.

4. Other criteria: The incumbent shall possess general computer literacy; math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building HVAC / mechanical systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS office). Knowledge of US and International building, electrical, mechanical, fire and life safety codes; building and trade standards is highly desired.

5. Other Skills and abilities: The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing HVAC systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the HVAC and electrical trade in order to install, troubleshoot and repair building HVAC/mechanical systems and work with the controls technician on associated devices. Must have substantial skill in comprehending engineer's reports, specification and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs. Work in various adverse conditions such as tight or enclosed spaces, heights and temperature extremes indoors or outdoors to complete work assignments communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills; be able to handle a large workload and multiple tasks. Must be organized.

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: HVAC Technician, Vacancy Announcement #16-2012
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 an interview