



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

Vacancy Announcement (VA)
55-2012

OPEN TO: All Interested Candidates
POSITION: Housing and Real Estate Coordinator, FSN-8*FP-6**
(Please refer to the position title or the VA number in your application or it will not be considered)
OPENING DATE: November 5, 2012
CLOSING DATE: November 19, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 923,619** (Grade 8)

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 Housing and Real Estate Coordinator in the General Services Office.

BASIC FUNCTION OF POSITION

Under GSO supervision, incumbent is directly responsible for the management of post's residential housing and leasing program. Keeps post's RPA updated and sends quarterly reports to OBO. Prepares lease agreements, cables and maintains files. Conducts annual housing market survey. Assists GSO with lease negotiations with landlords. Acts as a liaison on all housing matters, overseeing the preparation of residences for new tenants, including coordinating with CLO, sponsors, Facilities Management, Landlords, utility companies and residents. Ensures all residences conform to Department of State standards. Conducts/coordinates housing inspections to ensure suitability. Assists personnel with appropriate furnishing and/or equipment needs. Responsible for welcome kit maintenance. Acts as an informal customer service advocate for ICASS customers by investigating complaints and seeking solutions. Supervises post's Real Estate 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: Completion of a University (B.A.) degree in administration, business, liberal arts, social sciences or humanities is required.

2. Prior Work Experience: Two years experience in housing/leasing, realty and one year supervisory experience is required.

3. Language Proficiency: Level IV English, French and Arabic are required.

4. Other criteria: Strong knowledge of local realty business, rental sources, and real property market conditions with extensive knowledge of the greater Algiers area. Understanding of Algerian property law, conventions, as well as the procedures of local utility companies. Knowledge of housing/leasing, real estate and property management..

5. Other Skills and Abilities: Strong negotiating, scheduling and inter-personal skills required. Good working knowledge of MS Office and to include Word, Excel, Power Point and Outlook. Able to work with a minimum of supervision. Sometimes the incumbent is requested to drive to residences. Provides reports on request. Customer service oriented with good oral communication and excellent interpersonal skills. Detail oriented. Ability to draft correspondence in French and English.

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 who 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: November 19, 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: Housing and Real Estate Coordinator, Vacancy Announcement #55-2012

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**