



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

Vacancy Announcement
22-2012

OPEN TO: All Interested Candidates
POSITION: Security Guard, FSN-03*; FP-BB**
OPENING DATE: April 26, 2012
CLOSING DATE: May 10, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 539,524* (Grade 3)

APPLICATIONS CAN BE SUBMITTED IN FRENCH OR ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Security Guard in the Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent will perform routine and special guard duties for the US Embassy and US Government properties as directed by the Regional Security Office and Local Guard Force (LGF) management. The incumbent will take appropriate actions as needed and inform Local Guard Force and Local Guard Supervisors as needed. The incumbent will stand post, search individuals, vehicles, and review identification documentation of individuals seeking access to US Government facilities.

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 primary school is required.
- 2. Prior Work Experience:** No prior work experience is required.
- 3. Language Proficiency:** Level I English, Level III French and Arabic are required.
- 4. Other criteria:** Must be familiar with forms of identification for Algerian Nationals.
- 5. Other Skills and Abilities:** Must be able to follow written and oral instructions. Must be able to work in the heat and cold, and stand for extended period of time. The incumbent will be required to work between 8 and 12 hour shifts. These shifts include normal working hours,

overnight, holidays and weekends. The incumbent is required to wear full uniform.

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: May 10, 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: Security Guard, Vacancy Announcement # TBD-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