



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

Vacancy Announcement
22A-2011

OPEN TO: All Interested Candidates
POSITION: LGF Shift Supervisor, FSN-6*(Full performance level); FP-8**
OPENING DATE: November 20, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 727,648*** (Grade 6)

***Please note that the selected candidate, with no supervisory experience, will be hired at Training Level (one or two grades below) within the first year.**

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

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

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 Local Guard Force (LGF) Shift Supervisor in the Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent supervises twenty plus Local Guard Force (LGF) assigned to safeguard U.S. Government property and personnel.

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 middle school is required.
- 2. Prior Work Experience:** At least one year experience in Embassy security, six to twelve months in a supervisory role is required.
- 3. Language Proficiency:** Level III English is required, Arabic and French are required.
- 4. Other criteria.** Knowledge of all Management Office Policies, LES handbook, Guard and Post Orders. Knowledge of security procedures and methods used for the protection

of persons and property and general knowledge of usual forms of identification for Algerian nationals and US citizens. Familiarity of crowd control procedures. Ability to organize and plan the work schedules and time and attendance forms. Ability to work with the personnel and handle complaints or problems in the Embassy in a congenial manner. Ability to communicate orally and in writing, submit reports and maintain records.

5. Other Skills and Abilities: Finely honed interpersonal skills and ability to instruct and orient LGF personnel for the usage of security equipment, guard techniques and employee performance.

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 Member 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 applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide 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.

Interested applicants may choose to submit the below application form with the package

detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office).
- Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open until Filled

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: LGF Shift Supervisor, Vacancy Announcement #22A-2011

Point of Contact: Human Resources Office

For quickest receipt fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

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