



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

Vacancy Announcement
43-2012

OPEN TO: All Interested Candidates
POSITION: Legat Advisor, FSN-10*; FP-05** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: July 31, 2012
CLOSING DATE: August 14, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,288,949* (Grade 10)

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.

The U.S. Embassy in Algeria is seeking an individual for the position of Legat Advisor in the Legat Office.

BASIC FUNCTION OF POSITION

The incumbent coordinates, advises, and assists the Legal Attaché on Algerian criminal law and investigations that pertain to mutual interests and collaboration efforts between the Legal Attaché Office and the Ministry of Justice, Gendarmerie, DGSN, and other relevant Algerian organizations. The candidate is required to have contact and association with high ranking officials within the Ministry of Justice, Gendarmerie, DGSN, and other relevant Algerian organizations that share mutual interests with the US Embassy and the Legal Attaché Office. Some interpreting for Legal Attaché personnel is required.

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:** A college degree in Political Science, International Relations, Public Relations, Journalism, Arts and Humanities, Law, or other Liberal Arts degree is required.

2. Prior Work Experience: Three years of professional experience such as liaison, lawyer, officer, translator, and/or program management coordination with police, judiciary, military, security services, and/or Embassy Offices is required.

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

4. Other criteria: A strong Knowledge of local laws and regulations, judicial procedures. Applicant should understand these topics to describe them to Legal Attaché staff and visitors, and to provide effective liaison and translation functions. Additionally, applicant should understand procedures and protocols within the Algerian legal (MOJ) and security (DGSN, MOD, GN) governmental services.

5. Other Skills and Abilities: Must be able to present findings in oral and written form. Must possess knowledge of Microsoft Office. Applicant should have excellent interpersonal and liaison abilities. Applicant should be able to observe grammatical rules in written communication, and be able to quickly translate from French/Arabic to English and English to French/Arabic.

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.
 - **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.

Unsuccessful applicants will not receive an invitation to attend the interview.

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.

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

CLOSING DATE FOR THIS POSITION: August 14, 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: Legat Advisor, Vacancy Announcement # 43-2012

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

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