



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

Vacancy Announcement  
# 17-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Mason, FSN-4\*; FP-AA \*\*(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 578,564 \* (Grade 04)

**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.

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 Mason in the Facilities and Maintenance Section.

**BASIC FUNCTION OF POSITION**

Performs the duties of a bricklayer in the maintenance, repair, alteration, and construction of walls, partitions and foundations built of brick, concrete blocks, hollow tile and/or terra cotta tile facing; lays ceramic tile. Work is to be performed in accordance with industry and department standards.

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 vocational school or apprenticeship.
- 2. Prior work experience:** One year experience in the trade as a journeyman.
- 3. Language Proficiency:** Level I English, Level II French and Arabic are required.

**4. Other criteria:** Skill to plan, lay out and complete work typical of the journeyman mason according to trade practices and codes, using blueprints, specifications, work orders, verbal instructions, etc. Must have a comprehensive knowledge of the techniques and procedures of masonry, cement and concrete. Knowledge of advanced shop mathematics to plan and compute complex and exact projects with features such as arcs and circles. Ability to determine supplies, materials and tools needed to complete assignments. Knowledge to select, safely use, adjust, adapt and maintain hand and power tools and equipment; e.g., tape, square, plumb bobs, drill presses, drills, circular saws, saber saws, brick saws, power sanders, nail setters, brick or napping hammer, hand hammer, air hammer, axe, pick, chisel, trowel, etc. Ability to mix, spread and finish mortar; to cut, shape and lay brick, stone and tile. Skill in utilizing the techniques and procedures of, carpentry work. Knowledge of the use of carpentry tools to complete assignments. Ability to operate and possess operator's license for vehicles up to 2 1/2 ton capacity.

**5. Other Skills and abilities:** Requires the ability to routinely move, lift, and carry with or without assistance, the ability to follow oral and written instructions, and the ability to work both inside and outside in both extreme heat and cold conditions. Employee is required to wear designated personal protective equipment to include but not limited to designated respirator, ANSI –approved safety eyewear, gloves, hearing protection, full face shield, and footwear to prevent exposure to hazardous materials, noise, dust and airborne particles. Must possess a valid motor vehicle operator's license in order to drive vehicles to get to and from job sites.

#### **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.
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**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: Mason, Vacancy Announcement #17-2012  
Point of Contact: Human Resources Office  
For quickest reception fax to: 0770 082 288  
Post to: BP 408 16000 Alger Gare  
E-mail to: **usembassyalqiers\_app@state.gov**

**Note: Only the best qualified applicants will be contacted for an interview**