



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

Vacancy Announcement
42-2012

OPEN TO: All Interested Candidates
POSITION: Motor Pool Supervisor FSN-07*; FP-07** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: September 3, 2012
CLOSING DATE: September 17, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 785,264* (Grade 7)

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 Motor Pool Supervisor in the General Services Office.

BASIC FUNCTION OF POSITION

Serves as the Mission's Motor Pool Supervisor, directly reporting to the Supervisory General Services Officer. Manages all Motor Pool operations by planning, directing, supervising and coordinating the use and maintenance of all Motor Pool vehicles and personnel to provide safe, efficient transportation service to embassy personnel, participating ICASS agencies, and VIP/official visitors. The Motor Pool Supervisor directly supervises a Senior Motor Pool dispatcher, Senior Mechanic, and Driver/Trainer and provides work guidance to all motor pool drivers, dispatchers and mechanics. The Motor Pool operates 24 hours a day, 7 days a week.

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 secondary school is required.

2. Prior work experience: Three years dispatcher, driver, automotive maintenance or other transportation related experience is required, one year of which would include a year of clerical experience in transportation or administration is required. One year of supervisory experience required.

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

4. Job Knowledge: Must have a good knowledge of automotive operation, safety and maintenance practices

5. Other Skills and abilities: Must have a valid Algerian driver's license (category B).

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.

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

CLOSING DATE FOR THIS POSITION: September 17, 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: Motor Pool Supervisor, Vacancy Announcement # 42-2012

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

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