



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

Vacancy Announcement
26-2011

OPEN TO: All Interested Candidates
POSITION: Public Affairs Office Administrative Assistant, FSN-7*; FP-7** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: September 14, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 785,264** (Grade 7)

*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 Administrative Assistant in the Public Affairs Office.

BASIC FUNCTION OF POSITION

The incumbent is the secretary to the Public Affairs Officer and serves as the administrative officer for the Public Affairs Section, which consists of the PAO, CAO, IO and a staff of ten locally hired employees.

As the principal personal assistant to the PAO, the incumbent is responsible for carrying out and coordinating all the clerical, day-to-day administrative, and computer support activities required to support the Public Affairs Section. The incumbent will also serve as a receptionist for the section, greeting visitors, facilitating requests, and providing customer service.

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:** At least two years of office management experience.
- 3. Language Proficiency:** Level III English, French and Arabic are required.
- 4. Other criteria:** Knowledge of personal computers and Microsoft Software Suite is required. Knowledge of arithmetic and numerical record keeping sufficient to analyze cuff records and

other basic budget documents is required. Knowledge of common filing systems sufficient to analyze, design, and implement common office procedures is required.

5. Other Skills and Abilities: Strong organizational skills are required.

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 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. 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.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED 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: PAO Administrative Assistant, Vacancy Announcement #26-2011

Point of Contact: Human Resources Office

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

Post to: BP 408 16000 Alger Gare

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

Also, please send an email to Algierspd@state.gov informing the Public Affairs Officer of your application to the position of PAO Administrative Assistant