



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

Vacancy Announcement
17-2011

OPEN TO: All Interested Candidates
POSITION: Political Assistant, FSN-09*; FP-05** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: December 6, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,000,830* (Grade 9)

*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 Political Assistant in the Political Section.

BASIC FUNCTION OF POSITION

The incumbent is responsible for researching, analyzing and reporting on political and civil society developments in Algeria, making use of a variety of Algerian contacts as well as input from a full range of written and electronic media input and internet sources. The incumbent also translates and interprets documents, meetings and events, and plans events and travels on behalf of the Ambassador and political section.

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:** University degree in Political Science, international relations, history, sociology, or other closely related field is required; alternatively, a University degree in translation.
- 2. Prior Work Experience:** Three to five years of experience working for embassies, international organizations or private multi-national interests. Knowledge or familiarity with American or other Western Governmental Organizations (including Embassies or United Nations), and familiarity with Algerian political and economic actors, trends and institutions.

3. **Language Proficiency:** Level 4 English, Arabic and French is required, both written and oral. Ability to perform multi-language translations; for written documents and interpretation of meetings and special events.
4. **Other criteria:** A strong knowledge of Algeria's political institutions, structures, and history is required. Knowledge of the Embassy's political reporting is also required.
5. **Other Skills and Abilities:** Must have rapid and professional touch-typing skills and knowledge of diplomatic and representational language in drafting communication for U.S. and Algerian officials. Must be comfortable and presentable in social and representational settings and demonstrate ability to maintain professional personal and working relationships with Algerian ministry officials and non-government officials. Must have ability to combine internet research and graphic presentation with proficiency in Microsoft Word, Excel and Power Point. Must prioritize assignments and complete them by established timelines.

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. EFMs who currently hold an FMA 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 an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: 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 Federal Employment OF-612, 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: Political Assistant, Vacancy Announcement #17-2011
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: usembassyalgiers_app@state.gov

Note: Only the best qualified applicants will be contacted for a test and an interview.