



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

Vacancy Announcement
10-2012

OPEN TO: US Citizen Eligible Family Member (EFMs)
POSITION: Project Manager (Utilities), FP-05
OPENING DATE: March 08, 2012
CLOSING DATE: Open Until Filled
WORK HOURS: Full Time (40 hours per week)
COMPENSATION: \$50,043 USD * (based on annual salary)
GRADE: FP-05
LENGTH OF APPOINTMENT: 21 Day Temporary Appointment

***Please contact the HRO for the salary of this position.**

The U.S. Embassy in Algeria is seeking an individual for the position of Project Manager in the Facility Management/Financial Management Office.

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF US GOVERNMENT EMPLOYEES ASSIGNED TO POST TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING CURRENTLY IN COUNTRY TO BE CONSIDERED.

BASIC FUNCTION OF POSITION

Incumbent will determine and document the location of all utility meters (e.g. electric, gas, water) on the New Embassy Compound (NEC). S/he will develop a process for Facility Management staff to accompany SONELGAZ (electric, gas) and SEEAL (water) to validate meter readings. The incumbent will recommend the appropriate frequency and method for documentation and payment. Ensure process includes effective communication of verified meter readings with the Financial Management Center. Incumbent will also verify the accuracy of numerous old water bills in collaboration with the Financial Management Center, Facilities Management and appropriate vendors. Incumbent will advise the General Services Office which bills may be approved for payment. Incumbent will arrange and participate in meetings with SONELGAZ to discuss the "enforced minimum usage" issue. Develop a process for the Financial Management Center to notify the appropriate Embassy office which bills have not been received. Determine who will be the Embassy's main point of contact with utility companies to collect these missing bills. This position gets a primary supervision from FMO and a Secondary one from the FMM

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 High school is required.
2. **Prior Work Experience:** One year of any type of paperwork processing in any field.
3. **Language Proficiency:** English: Level 4. Basic French desirable but not required.
4. **Other criteria:** Experience in the field of Project Management, and demonstrated ability to establish standardized operating procedures that include strong internal management controls. Experience in planning and coordination of meetings at various levels of management. Must also possess a good understanding of the local environment and culture in order to be culturally and politically sensitive to laws and local practices. Should have a good understanding of embassy procurement procedures.

5. Other Skills and Abilities:

Basic keyboard skills and computer literacy on a variety of MS Office 2007 applications (Word, Excel, Access, etc.). Must be observant, flexible, and service oriented, and display tact, calmness and courtesy in dealing with unusual and difficult situations. Must be able to work independently with minimal supervision. Must possess strong interpersonal skills.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. 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: 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 DS-174, available at the HR Office).
- Can be submitted if selected for an interview.

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: Project Manager (Utilities) Vacancy Announcement #10-2012

Point of Contact: Human Resources Office

Fax: 021-60-73-35

E-mail: USEmbassyAlgiers_app@state.gov