



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

Vacancy Announcement  
# 07-2011

**OPEN TO:** US Citizen Eligible Family Members (EFMs)  
**POSITION:** Supply and Procurement Coordinator, FP-08\*  
**OPENING DATE:** February 16, 2011  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Part Time; 20 hours/week  
**COMPENSATION:** 35,753 USD  
**GRADE:** FP-08  
**LENGTH OF APPOINTMENT:** 5 year FMA

The U.S. Embassy in Algeria is seeking an individual for the position of Supply and Procurement Coordinator in the Facilities and Maintenance.

**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 IN COUNTRY TO BE CONSIDERED.

### **BASIC FUNCTION OF POSITION**

The incumbent reports directly to the Facilities Manager and supports the Facilities Management division by researching off-shore sources for repair parts and supplies that are not available in Algeria; tracks stocks of critical spare parts; and tracks high value tools and test equipment. The incumbent also locates on-line equipment manuals and provides Material Safety Data Sheets for any chemicals ordered.

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:** Secondary Education
2. **Prior Work Experience:** Either procurement experience, accounting, or internet based services. Desirable to have experience with stock management, building maintenance, construction, or any mechanical trade.
3. **Language Proficiency:** Level IV English is required.

4. **Other criteria:** Must be able to drill into vendor websites and find alternate parts when original parts are no longer available. Need to be able to find secondary sources when original manufacturers have discontinued production. Must be able to use search engines to find obscure sources. Desirable to have knowledge of mechanical systems and trade terminology.

5. **Other Skills and Abilities:** Basic computer skills with knowledge of on-line purchasing. Must be able to quickly learn the trade terminology of many trades. Ability to work with large data bases.

## **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: Be ready to 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 Application for 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: Supply and Procurement Coordinator, Vacancy Announcement #07-2011

Point of Contact: Human Resources Office

Fax: 021-60-73-35

E-mail: [USEmbassyAlgiers\\_app@state.gov](mailto:USEmbassyAlgiers_app@state.gov)