



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

Vacancy Announcement (VA)
23-2015

OPEN TO: All Interested Candidates
POSITION: Electrical/HVAC Technician FSN-7*; FP-07** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: June 28, 2015
CLOSING DATE: July 12, 2015
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,682,367* (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 **four individuals** for the positions of Electrical/HVAC Technician in the Facilities & Maintenance Section.

BASIC FUNCTION OF POSITION

The incumbent serves as an electrical/ HVAC Technician with journeyman level experience that accomplishes electrical/ HVAC installations, maintenance and repair work throughout all buildings and grounds at the New Embassy Compound and New Consulate Compound, and other Government Owned and Long/Short Term Lease residential properties. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Global Maintenance Management System. Work assignment will be directed by the Electrical Foreman.

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:** The minimum requirement for this position is completion of vocational school or higher in Air Conditioning and/or Alternative Currant/Direct Currant

electricity power.

2. Prior work experience: Three years of broad experience in operations and maintenance of electrical systems and associated equipment. Experience must be as an electrical/HVAC technician working with large, modern commercial or government office buildings in operations and maintenance.

3. Language Proficiency: Level II English, level three French and Arabic language is required.

4. Job Knowledge: The incumbent shall possess general computer literacy; math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major Electrical/ HVAC systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS office). Knowledge of US and International building, electrical, mechanical, fire and life safety codes; building and trade standards is highly desired.

5. Other Skills and abilities: The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing Electrical systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the electrical and HVAC trade in order to install, troubleshoot and repair electrical /mechanical systems and work with the HVAC technician on associated devices. Must have substantial skill in comprehending engineer's reports, specification and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs. Work in various adverse conditions such as tight or enclosed spaces, heights and temperature extremes indoors or outdoors to complete work assignments communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills; be able to handle a large workload and multiple tasks. Must be organized.

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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or a curriculum vita that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

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

CLOSING DATE FOR THIS POSITION: July 12, 2015

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: Electrical/ HVAC Technician, Vacancy Announcement # 23-2015
Point of Contact: Human Resources Office
Fax to: 0770 082 288
Post to: BP 408 16000 Alger Gare
E-mail to: usembassyalgiers_app@state.gov