



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

Vacancy Announcement  
# 52-2009

**OPEN TO:** US Citizen Eligible Family Member (EFMs)  
**POSITION:** DCM Office Management Specialist, FP-07  
**OPENING DATE:** December 10, 2009  
**CLOSING DATE:** Open Until Filled.  
**WORK HOURS:** Full-Time; 40 hours/week  
**COMPENSATION:** USD \*  
**GRADE:** FP-07  
**LENGTH OF APPOINTMENT:** 5 years FMA.

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

The U.S. Embassy in Algeria is seeking an individual for the position of DCM Office Management Specialist in the Executive 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 IN COUNTRY TO BE CONSIDERED.

### **BASIC FUNCTION OF POSITION**

Full administrative support to the Deputy Chief of Mission.

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 school or above
- 2. Prior Work Experience:** 2-3 years previous secretarial or administrative assistant experience. 2-3 years hands-on experience with computers and Microsoft Office soft-wares. Proven communication skills, especially with varied levels of officials.
- 3. Language Proficiency:** Level IV English, French is preferred but not required.
- 4. Other criteria:** Preference: Knowledge of Dept. of State internal systems --- email,

intranet, etc.

5. **Other Skills and Abilities:** Strong computer skills, particularly basic working knowledge of Microsoft Office – Outlook, Word, Excel, PowerPoint, good telephone etiquette and strong customer service skills

## **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: 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 Federal Employment OF-612, 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: DCM Office Management Specialist, Vacancy Announcement #52-2009

Point of Contact: Human Resources Office

Fax: 021-60-73-35

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