



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

Vacancy Announcement  
# 48-2009

**OPEN TO:** All Interested Candidates  
**POSITION:** Procurement Agent, FSN-07\*; FP-07\*\*  
**OPENING DATE:** November 16, 2009  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 719,899\* (Grade 07)

\*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 an individual for the position of Procurement Agent in the General Services Office.

**BASIC FUNCTION OF POSITION**

The incumbent procures a variety of goods and services for Mission agencies using purchase card, purchase order, requisitions, BPAs and/or contracts. Prepares all documents needed for individual procurement actions. Incumbent has primary responsibility for off-shore purchase and backs up incumbent responsible for local procurement. Goods and services procured include but are not limited to office furniture, equipment and supplies, household furniture, motor vehicles, technical items such as electronic equipment, office equipment and spare parts, etc.

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 secondary school is required.
- 2. Prior Work Experience:** Two to five years of progressively challenging work in purchasing or related experience.
- 3. Language Proficiency:** Level IV English, French and Arabic required.

**4. Other criteria:** Good knowledge of procurement procedures and practices. Good knowledge of local market practices, and of the capability and reliability of local suppliers. Good understanding of local pricing customs and practices. Must be familiar with basic filing systems.

**5. Other Skills and Abilities:** Good interpersonal skills, ability to prioritize and handle several tasking at the same time and be able to follow up until completion of same. Computer skills including use of Microsoft Office suite-Word, Excel Power point and Outlook-as well as Internet and email. Must be able to type 40 words per minute.

#### **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 that 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 should you be chosen for an interview.
    - 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: Procurement Agent, Vacancy Announcement #48-2009  
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 interview**