



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

Vacancy Announcement
35-2010

OPEN TO: US Citizen Eligible Family Member (EFMs)
POSITION: Courier and Security Escort, FP-09
OPENING DATE: August 23, 2010
CLOSING DATE: Open Until Filled
WORK HOURS: WAE
COMPENSATION: USD *
GRADE: FP-09
LENGTH OF APPOINTMENT: 5 years FMA

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

The U.S. Embassy in Algeria is seeking individuals for the position of Courier and Security Escort in the Information Resource 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 IN COUNTRY TO BE CONSIDERED.

BASIC FUNCTION OF POSITION

Incumbent manages the embassy's classified diplomatic pouch facility and serves as security escort for un-cleared workers and visitors in the controlled access area (CAA), telephone frame rooms and areas contiguous to the CAA. The incumbent is responsible for transporting and controlling classified pouches between the airport and the embassy. In addition, incumbent manages post's inventory of classified equipment using the Integrated Logistics Management System (ILMS) Asset Management web-based application. This position is when actually employed (WAE). Some after-hours, weekend and holiday work may be required. This position is supervised by the IMO. Incumbent must be a U.S. citizen, eligible for a Top Secret security clearance, and in possession of a diplomatic passport, for courier escort duties.

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:** High school diploma required.

2. **Prior Work Experience:** One year of any type of paperwork processing in any field. Supervisor experience of one year is preferred but not required.

3. **Language Proficiency:** English: Level 4. Basic French desirable but not required.

4. **Other criteria:** An in-depth knowledge of regulations governing control and protection of classified material set out in 12 FAM, as well as the rights and privileges set forth in the Vienna Conventions concerning diplomatic pouches and personnel. Must also possess a good understanding of the local environment and cultural in order to be culturally and politically sensitive to laws and local practices. Should have a good understanding of OSHA standards and security requirements at the mission.

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 physically move and lift pouch bags and crates up to 70lbs when other assistance is not available. Must possess strong interpersonal skills to work with visitors, workers, airport officials and colleagues at all levels.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. 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 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: Courier and Security Escort, Vacancy Announcement #35-2010

Point of Contact: Human Resources Office

Fax: 021-60-73-35

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