



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

Vacancy Announcement  
# 10-2008

**OPEN TO:** All Interested Candidates  
**POSITION:** Financial Specialist, FSN-10\*; FP-05\*\*  
**OPENING DATE:** February 20<sup>th</sup>, 2008  
**CLOSING DATE:** March 05<sup>th</sup>, 2008  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,032,878\* (Grade 10)

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Financial Specialist in the Financial Management Center (FMC)

### **BASIC FUNCTION OF POSITION**

Incumbent is the senior local employee in the Financial Management Center (FMC), involved in the day-to-day operations of the FMC by overseeing a combination of administrative and finance management functions: budget preparation; financial planning; voucher examining; payroll liaison and submission of regulatory reports. Incumbent also provides the full spectrum of financial assistance to ICASS Agencies (DOD, MSG, DS, FAS, FCS, FBI). The employee reports directly to the Financial Management Officer and/or Management Officer in the absence of an FMO at Post and is responsible for supervising the Accounting Technician position (N-53101) and the Supervisory Voucher Examiner (C-50002).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** Completion of a University degree resulting in a baccalaureate degree or the local academic equivalent in an accounting field. Other work or non-work experience may be substituted for the academic requirement on a case-by-case basis.

**2. Prior Work Experience:** Four to five years performing progressively more responsible work of a program/technical/administrative nature where emphasis is placed on analytical, judgmental and expository capabilities. 2-3 years of managerial experience supervising at least two (or more) employees.

**3. Language Proficiency:** Level III English; Level IV French and Level III Arabic are required. An English test will be administered before the applicant may be considered for the position.

**4. Other criteria:** A thorough knowledge of accounting procedures and techniques; 3 FAM, 4 FAM and 6 FAM; Standardized Regulations; and all other manuals (ICASS, etc) pertaining to financial operations.

**5. Other Skills and Abilities:** Strong interpersonal skills to interact with Mission officials at all levels and outside financial management contacts. Must be able to articulate (orally and in writing) complex issues and relationships between functions/programs/projects and funding options. Typing/Computer skills to work in finance management oriented computer programs and ICASS software. Must supervise subordinates and effectively manage section ensuring work force is properly trained, motivated and getting the work done in a timely and accurate manner. Must interpret financial requirements & regulations to implement at Mission.

#### **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:*

##### **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: 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).

1. 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.

2. 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: March 05<sup>th</sup>, 2008**

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 Resource Office**  
Attention: Financial Specialist, Vacancy Announcement #10-2008  
Point of Contact: Human Resource 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 an interview and tested.**