



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

Vacancy Announcement  
# 13-2008

**OPEN TO:** All Interested Candidates  
**POSITION:** LGF Shift Supervisor, FSN-5\*; FP-9\*\*  
**OPENING DATE:** March 22<sup>nd</sup>, 2008  
**CLOSING DATE:** April 05<sup>th</sup>, 2008  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 553,197\* (Grade 5)

\*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 Local Guard Force (LGF) Shift Supervisor in the Regional Security Office.

**BASIC FUNCTION OF POSITION**

The incumbent performs a wide range of shift supervisor duties for the US Embassy and other US Government owned or leased properties as directed by the RSO and designated subordinates. Will be required to supervise a number of uniformed guards, from 5 employees to more than 20 employees.

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: At least five years guard force experience is required.
3. Language Proficiency: Level III Speaking/Reading/Writing in English, Arabic and French is required. An English test will be administered before the applicant may be considered for the position.
4. Other criteria. Candidate must understand guard and post regulations and be knowledgeable of the contents of the LES Handbook. Must be able to authenticate the usual forms of Algerian national identification paperwork, have familiarity with crowd control procedures, and experience in dealing with the public.
5. Other Skills and Abilities: Interpersonal and communication skills to interact effectively with local employees, Americans, those being supervised, and Embassy

visitors. Must be able to perform moderately arduous work in the local environment. Typing skills of 25 words per minute and ability to work basic computer programs is required.

### **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: 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.

**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: April 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: LGF Shift Supervisor, Vacancy Announcement #13-2008  
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.****