



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

Vacancy Announcement
11-2009

OPEN TO: All Interested Candidates
POSITION: Telephone Technician, FSN-7*; FP-07**
OPENING DATE: March 21, 2009
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 674,427* (Grade 7)

*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 Telephone Technician in the Information System Office.

BASIC FUNCTION OF POSITION

Under the general direction of the ISO, serves as the Embassy's Telephone and Radio Communications Technician. The employee is responsible for ensuring that all aspects of the Missions' radio (handheld inventory/instruments and repeater and base stations); telephone PBX (to include all telephone sets); telephone voice mail systems; and cellular telephone system are operational at all times. Incumbent will also keep a current and accurate database inventory, hand receipt records when equipment is issued, and provide user training and assistance for same. Incumbent also serves as primary liaison between the Embassy and the local vendors relating to internal and direct external PTT provided telephone lines, PTT provided lease line circuits and internet connections with internet service providers.

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. Post secondary school technical training is required.

2. Prior work experience: Two years of progressively responsible experience working with radio and digital telephone systems is required.

3. Language Proficiency: Level III English, Level IV French and Arabic are required.

4. Other criteria: Other requirements are thorough understanding of electrical, digital and analog telecommunications theories, a good to excellent understanding of database structure, Microsoft Windows operating system, and complete understanding of the practices and procedures of the Algerian telephone infrastructure.

5. Other Skills and abilities: Require the ability to interpret and apply written and oral instructions in French and English. Ability to use various computer programs to configure systems 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 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 U.S. Federal Employment form 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: Telephone Technician, Vacancy Announcement #11-2009

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 an interview