



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

Vacancy Announcement
12-2009

OPEN TO: US Citizen Eligible Family Member (EFMs)
POSITION: DAO Secretary, FP-06
OPENING DATE: March 22, 2009
CLOSING DATE: Open Until Filled
WORK HOURS: Full-Time; 40 hours/week
COMPENSATION: USD *
GRADE: FP-06
LENGTH OF APPOINTMENT: 5 year FMA

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

The U.S. Embassy in Algeria is seeking an individual for the position of DAO Secretary in the Defense Attaché 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

The incumbent serve as a Secretary for the DAO. As such, receives telephone calls and visitors for the supervisor; maintains the supervisor's calendar and establishes priorities, sets up, reschedules, or declines invitations to meetings; receives and reviews all incoming correspondence; prepares complex but non-technical answers to queries and actions; maintains files in accordance with governing regulatory procedures; advises and trains new secretarial/clerical personnel and administrative and procedural requirements and instructions; makes travel and hotel arrangements for the supervisor and/or staff to including coordinating overseas visits, preparing travel orders, making transportation/hotel/car rental reservations, preparing itineraries and submitting travel vouchers for payment.

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 is required.
2. **Prior Work Experience:** 1 - 2 years experience in a secretarial or clerical field is preferred.
3. **Language Proficiency:** English 5/5 required. French 3/3 is required.

4. **Other criteria:** Knowledge of a body of standardized rules, procedures, or operations requiring considerable training and experience to perform the full range of standard clerical and non-clerical assignments and resolve recurring problems; and the skill, acquired through considerable training and experience, to operate equipment or systems for purposes such as performing numerous standardized tests, transactions or operations. Analyzes and determines standard work processes by exploring various courses of action. Obtains, sorts, and manages technical information specific to the functional or administrative field by using specialized processes, databases, systems and/or equipment. Retrieves and analyzes information and or data from various sources and specialized systems to accomplish, verify/validate, or correct correspondence, reports, and/or research.

5. **Other Skills and Abilities:** Ability to type 40 wpm. Ability to gather information and draft routine to complex correspondence without instruction and in a timely manner. Knowledge of office management procedures to include travel and security regulations and directives pertaining to DoD personnel. Ability to use judgment to analyze information and take appropriate actions (phone calls, prioritizing work, etc.) Ability to deal with individuals of varying ranks. Excellent Oral and Written Communication. Ability to receive a TS security clearance.

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

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.

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: DAO Secretary, Vacancy Announcement #12-2009
Point of Contact: Human Resources Office
Fax: 213 21-60-73-35
E-mail: USEmbassyAlgiers_app@state.gov