



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

Vacancy Announcement
16-2009

OPEN TO: All Interested Candidates
POSITION: Alumni Coordinator / Education Advisor, FSN-8*; FP-6**
OPENING DATE: April 18, 2009
CLOSING DATE: May 2, 2009
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 745,936* (Grade 8)

*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 Alumni Coordinator / Education Advisor in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Incumbent will serve as Alumni Coordinator and Education Advisor, working under the supervision of the CAO (Cultural Affairs Officer), and in consultation with the PAO (Public Affairs Officer), State Alumni Coordinator in Washington (for Alumni issues) and the REAC (Regional Education Advisor Coordinator) in Rabat. Responsible for promoting greater contact and cooperation among former participants of USG-sponsored exchange programs. Must provide services for all sponsored and non-sponsored students and scholars seeking information about educational opportunities in the United States. In absence of Public Affairs Assistant, fulfills her 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:** University degree is required.
- 2. Prior work experience:** Two to four years of prior work experience in an administrative or educational field is required.

3. **Language Proficiency:** Level IV English, and Level V Arabic and French are required.
4. **Other criteria:** None.
5. **Other Skills and abilities:** Must have strong interpersonal skills, and finely honed analytical skills. Computer skills (typing 40 wpm) including Microsoft Excel, Word and Internet capabilities are required. Must be able to write professionally in English, French and Arabic.

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: May 2, 2009

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: Alumni Coordinator / Education Advisor, Vacancy Announcement #16-2009

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