



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

Vacancy Announcement
06-2009

OPEN TO: All Interested Candidates
POSITION: Post Security Technician, FSN-8*; FP-6**
OPENING DATE: January 21, 2009
CLOSING DATE: Open Until Filled
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 Post Security Technician in the Regional Security Office.

BASIC FUNCTION OF POSITION

Conducts inspection, installation, maintenance and repair of unclassified technical security equipment and devices. Studies and make recommendations for ways to improve the effectiveness of the security systems at U.S. Embassy Algiers.

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:** Diploma in Electronics/Electrical/Mechanical engineering or completion of vocational /technical school – consideration will be given for cumulative/collective experience within criteria areas of expertise
- 2. Prior Work Experience:** At least five years of hands-on field experience in major repairs and installation of electrical and heavy-duty mechanical equipment, closed-circuit television, alarm systems, public address and vehicle arrest systems
- 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:** Good knowledge of power systems, use of all kinds of test equipment and should be able to trouble shoot and repair electrical, electronic and mechanical equipment. Awareness of general responsibilities of Mission agencies/offices outside of the RSO/SEABEE section

5. **Other Skills and Abilities:** Must be able to apply knowledge of above in the installation and maintenance of security equipment. Must be able to read blueprints and schematic diagrams and use electronic test equipment. Strong interpersonal skills, customer service and conflict management skills . Ability to use MS Excel, Outlook, Access and Word software, and Internet search engines.

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: 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: Post Security Technician, Vacancy Announcement #06-2009

Point of Contact: Human Resources Office

For quicker receipt 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