

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S15-082

DATE: June 26, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-35

OPEN TO: All Interested Candidates

POSITION: Clerk/Chauffeur-Expeditior
FSN-6, FP-08

OPENING DATE: June 26, 2015

CLOSING DATE: July 10, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: 4,564,497 CFA per year
FSN-6

*Not-Ordinarily Resident: US\$36,653 per year
FP-08

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bamako is seeking an individual for the position of Clerk/Chauffeur-Expeditior in the Embassy Regional Affairs Office (RAO).

BASIC FUNCTION OF POSITION

The incumbent serves as the Clerk/Chauffeur/Expeditior in the Regional Affairs Office:

Clerk:

Liaises with airport officials and supports embassy Regional Affairs Office (RAO). Submits E-Service requests on behalf of RAO supplies and works with the appropriate embassy offices to ensure timely delivery.

Chauffeur:

Operates a four-wheel drive vehicle to transport RAO staff, and VIP visitors within the city of Bamako, surrounding areas, and all other locations within the Republic of Mali, as required. Keeps assigned vehicles in clean and serviceable condition and performs minor preventive maintenance.

Expeditor:

Liaises with the Malian Civilian Aviation Authority and Bamako-Senou International Airport, airport security to facilitate smooth arrivals for visiting personnel. Serves as expeditor for RAO personnel and visitors, including VIPs.

Please send an email to HROBamako@state.gov to request a copy of the complete Position Description listing all duties and responsibilities if needed.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of two (2) years of college studies in any of the following fields: business, accounting, transportation, shipping/logistics, administration and management, liberal arts;
- Three years of administrative experience, including experience in customer service experience and basic use of Microsoft applications (typing memos, sending emails) required;
- Two years of passenger and light cargo vehicle experience with manual and automatic transmissions or experience operating U.S. Government vehicles is required (driving test will be administered);
- English Level III, Level IV French and Bambara (English will be tested);
- Must be comfortable with conducting local procurements, be knowledgeable of local vendors and be able to lift 70lb.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS ET PERMIS):

1. Application for U.S. Federal Employment (DS-174) available on http://mali.usembassy.gov/job_announcements.html; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

HROBamako@state.gov

[Subject: Clerk/Chauffeur-Expeditior](#)

POINT OF CONTACT

HRO: 2070- 2314/2315/2316 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: JULY 10, 2015

The U.S. Mission in Bamako, Mali, 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.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A: Definitions

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).