

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

MANAGEMENT NO.: S15-24

DATE: February 6, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-13

OPEN TO: All Interested Candidates

POSITION: Expendable Supply Clerk
FSN-05, FP-09

OPENING DATE: February 6, 2015

CLOSING DATE: February 20, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: 3,480,991 CFA per year
(FSN-05 starting salary before benefits and allowances)

Not-Ordinarily Resident (NOR): US\$32,498 per year

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 an Expendable Supply Clerk in the General Services section.

BASIC FUNCTION OF POSITION

The incumbent of this position will serve as deputy to the chief of the Expendable Supply section, with primary responsibility for management of the Department of State's Integrated

Logistics Management System Expandable Supply (ILMS EXP) software program. ILMS EXP is a database that regulates the movement of expendable supplies, which is another module in the ILMS system.

The incumbent will manage all facets of the program, including issuing receipts, re-ordering supplies, supply inventory & reconciliation, and maintenance of stock location.

QUALIFICATIONS REQUIRED

- Completion of secondary school is required.
- Two years of progressive experience in supply management or inventory management is required and two years of demonstrated work experience with computer and databases is required.
- Level III (Good working knowledge) speaking/reading/writing in English and Level II (Limited knowledge) in French and Bambara is required. English will be tested.
- Must have good organizational sense and ability to plan work and anticipate problems to avoid shortages and meet reporting schedules

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 U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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):

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.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**;
2. 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.
3. 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: Expendable Supply Clerk

POINT OF CONTACT

HRO: 2070-2314/2316/2511 FAX: 2070-2479

CLOSING DATE FOR THIS POSITION: FEBRUARY 20, 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.