

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

MANAGEMENT NO.: S15-056 **DATE:** April 10, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-28

OPEN TO: All Interested Candidates

POSITION: French/Bambara Language Instructor
FSN-7, FP-7

OPENING DATE: April 10, 2015

CLOSING DATE: April 24, 2015

WORK HOURS: When Actually Employed (WAE) up to 40 hours/week

SALARY: *Ordinary Resident (OR): CFA 5,898,117 per year
(Starting salary before benefits and allowances)
Position grade: FSN-7

*Not-Ordinarily Resident (NOR): US\$ 40,665 per year
Position grade: FP-7

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 WAE French/Bambara Language Instructor in the Human Resources Office (HRO).

BASIC FUNCTION OF POSITION

The incumbent provides French and/or Bambara language instruction to U.S. Direct Hires, and any U.S. Direct Hires or U.S. Personal Service Contractors of agencies subscribed to the language-training services under ICASS, as well as all eligible family members.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent conducts classes in French or Bambara using various teaching techniques, methods, and training materials to enhance the language proficiency levels of their students. Develops lessons, conducts language testing interviews and tests aptitude and level before assigning students to specific classes. Schedules review of subject matter and evaluates students to determine progress. Provides regular updates to the Human Resources Officer regarding new methodologies and any suggestion to help improve the Post Language Program as well collaborates with the fellow French/Bambara teacher.

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

- University degree in French is required.
- One to three years of experience in positions requiring the application of language instruction skills and techniques and effective communication with students to gain and hold their interest as well six months or more experience providing language instruction to non-native speakers in an international organization or a Diplomatic Mission.
- Level IV (Fluent) French and Bambara.
- Level III (Good knowledge) English. English proficiency will be tested.
- Ability to communicate effectively with students in order to retain their interest and motivation and to assist them in rapidly developing their language ability.
- Computer skills in Microsoft Word, Excel and Internet Explorer.

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:

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, or a current resume or curriculum vitae that provides the same information as the form; plus
2. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov
Subject: French/Bambara Language Instructor

POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: APRIL 24, 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 Local Compensation Plan (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 LCP.