

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

MANAGEMENT NO.: S15-017

DATE: January 29, 2015

SUBJECT: ANNOUNCEMENT NUMBER 15-007

OPEN TO: All Interested Candidates

POSITION: Non Expendable Property Application (NEPA) Clerk
FSN-5, FP-9

OPENING DATE: January 29, 2015

CLOSING DATE: February 12, 2015

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinary Resident: CFA 3,480,991 per year
Position grade: FSN-5

*Not-Ordinarily Resident (NOR): US\$32,498 per year
Position grade: FP-9

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

ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Bamako is seeking two individuals for the position of Non Expendable Property Application (NEPA) Clerk in the Embassy's General Services Office Section.

BASIC FUNCTION OF POSITION:

Responsible for the daily asset management of real property using the Non-Expendable Property Application (NEPA) in Integrated Logistics Management System (ILMS), the US Embassy asset management software. Performs physical inventories of all property including furniture, furnishings, equipment and tools for U.S. Mission Agencies. Reconciles all discrepancies between physical inventory and database records. Maintains the NEPA program by inputting all receiving data, denoting all movements of property and repairs to serialized items, as well as disposal information.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

- Completion of High School is required.
- Three years of progressively responsible experience in inventory/supply is required.
- Level III (Good knowledge) French, English and Bambara is required. English will be tested.
- Computer skills in Word Processing, Excel and email.
- Good organizational and planning skills. Ability to anticipate problems so as to meet reporting requirement in a timely manner.
- Ability to develop and entertain good rapport with colleagues and American families and have good people skills.

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:

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**;
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: NEPA Clerk](#)

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: FEBRUARY 12, 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 (i.e. diplomats); 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.