

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

**MANAGEMENT NO.:** S15-101

**DATE:** August 12, 2015

**SUBJECT:** ANNOUNCEMENT NUMBER 15-41

**OPEN TO:** All Interested Candidates

**POSITION:** Senior Inventory Clerk, FSN-7; FP-7

**OPENING DATE:** August 12, 2015

**CLOSING DATE:** August 26, 2015

**WORK HOURS:** Full-time 40 hours week

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

\*Not-Ordinarily Resident (NOR): US\$40,665 p.a (Starting salary  
Position grade: FP-7 to be confirmed by Washington)

**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 a Senior Inventory Clerk in the General Services Office Section.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for implementing and directing all Post inventory procedures, policies, and practices linked to the Non-Expendable Property Application (NEPA) system. She/he sets section priorities and supervises three (3) inventory clerks. She/he also ensures the completion of required reports prior to deadlines and compliance with Department inventory policies.

## **QUALIFICATIONS REQUIRED:**

- Completion of secondary school.
- Four years of inventory, property management, accounting, or supply chain management experience.
- One year of prior supervisory experience.
- English III, French and Bambara Level IV. English will be tested.
- Proficient in Microsoft Office Suite products (Outlook, Word, Excel, Power Point), as well as good keyboarding skills, and excellent organizational & planning skills
- A valid driver's license from Mali or CEDEAO country (B, C, D).

## **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\\_announcements.html](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. 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](mailto:HROBamako@state.gov) by the vacancy deadline with  
Subject: [Senior Inventory Clerk](#)

**POINT OF CONTACT**

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

**CLOSING DATE FOR THIS POSITION: AUGUST 26, 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).

## *Appendix B*

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References