

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

**MANAGEMENT NO.:** S15-035 **DATE:** March 6, 2015

**SUBJECT:** ANNOUNCEMENT NUMBER: 15-17

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk/Receptionist  
FSN-5, FP-9

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** March 20, 2015

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

**SALARY:** \*Ordinary Resident (OR): 3,480,991 FCFA per year  
(Starting salary before benefits and allowances)  
Position grade: FSN-5

\*Not-Ordinarily Resident (NOR): US\$ 32,498 per year  
(starting salary)  
Position grade: FP-9 to be confirmed by Washington)

**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 Visa Clerk/Receptionist in the Embassy Consular section.

## **BASIC FUNCTION OF POSITION**

This position supports the Consular Chief and other Consular staff primarily by providing customer service, receptionist, clerical and backup cashiering duties.

**A copy of the complete Position Description listing all duties and responsibilities as well as the application are available in the Human Resources Office.**

## **QUALIFICATIONS REQUIRED**

- Completion of High school required.
- At least one year of office or clerical experience required.
- English (S/R – III/III-Good knowledge), French and Bambara (S/R – IV/IV-Fluent) required. English proficiency will be tested.
- Good computer skills (word processing, excel spreadsheet, internet).
- Strong customer service skills.
- Ability to multi-task and work under pressure.

## **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 DS-174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS):**

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available at <http://mali.usembassy.gov/job-opportunities.html>; **plus**

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **plus**
3. 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**

[HROBamako@state.gov](mailto:HROBamako@state.gov)

**Subject:** [Visa Clerk/Receptionist](#)

**POINT OF CONTACT**

HRO: 2070- 2314/2316 FAX: (223) 2070-2479

**CLOSING DATE FOR THIS POSITION: MARCH 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.

## 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.