

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

MANAGEMENT NO.: S15-019 **DATE:** January 30, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-009

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner
FSN-07, FP-7

OPENING DATE: January 30, 2015

CLOSING DATE: February 13, 2015

WORK HOURS: Full-time; 40 hours/week

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

*Not-Ordinarily Resident (NOR): \$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 Voucher Examiner in the Financial Management section.

BASIC FUNCTION OF POSITION

The incumbent examines and reviews complex administrative invoices and supporting documentation from a variety of sources to ensure compliance with terms of original contract or authorization. She/he ensures legality of transactions and that invoices and other documents are processed in accordance with Department of State policies and regulations. The incumbent ensures that funds are available to process transactions; tracks bills to identify status of required approvals and reconciles transactions with financial reports to ensure documents have been

processed. The Voucher Examiner provides analysis to identify cost increases in bills such as electric, telephone and water bills.

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

QUALIFICATIONS REQUIRED

- College or University level study in accounting is required.
- Two to three years of experience in voucher examining, accounting, or related financial work is required. Experience should include accounts maintenance, bookkeeping, accounts payable, accounts receivable and cash management.
- Level III English (good working knowledge); Level IV French (fluent). English will be tested.
- Must have a sound knowledge of appropriation and accounting procedures and practices related to Government, non-government, international organizations.
- Good communication skills, must work with American staff as well as local staff.
- Strong background in Microsoft Office products, especially Excel, Word, Access, Outlook and specialized accounting software.

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-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

Human Resources Office - HROBamako@state.gov

Subject: [Voucher Examiner](#)

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: FEBRUARY 13, 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.