

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

MANAGEMENT NO.: S13-030

DATE: March 25, 2013

SUBJECT: ANNOUNCEMENT NUMBER 13-13

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Assistant, FSN-7; FP-7

OPENING DATE: March 25, 2013

CLOSING DATE: April 8, 2013

WORK HOURS: Full-time 40 hours week

SALARY: *Not-Ordinarily Resident (NOR): US\$39,994 p.a (Starting salary
Position grade: FP-7 to be confirmed by Washington)

*Ordinary Resident: CFA 4,542,995 per annum
(Starting salary before benefits and allowances)
Position grade: FSN-7

**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 an individual for the position of Cultural Affairs Assistant in the Embassy Public Affairs Section.

BASIC FUNCTION OF POSITION:

The incumbent is the junior of two Cultural Affairs Assistants providing support for all Mission cultural and educational exchange and outreach programming. The Cultural Affairs Assistant provides logistical support to the Cultural Specialist and Senior Cultural Affairs Assistant in planning and execution of USG professional, educational and Cultural exchange programs, and local outreach programs such as lectures, seminars and cultural presentations, with specific emphasis on American culture and Department-identified thematic topics.

QUALIFICATIONS REQUIRED:

- University degree in administration or education.
- Two to three years as a program development assistant one of which should have been with a US Government agency or contractor.
- Level III (Good knowledge, SRW) French and English (English will be tested).
- Level IV (fluent) in at least one Malian language.
- Working knowledge of local culture and political scene.
- Computer skills in Word Processing and Excel.
- Good communication skills, flexibility, and self-motivation.

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> or at the US. Embassy's main entrance ; 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: [Cultural Affairs Assistant](#)

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: APRIL 8, 2013

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.

Drafted: HRA:FSidibe
Clearance: HRO:BJensen
A/PAO: LCannon
A/MO: RCustodio

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