

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

MANAGEMENT NO.: S14-116

DATE: November 12, 2014

SUBJECT: ANNOUNCEMENT NUMBER 14-39

OPEN TO: All Interested Candidates

POSITION: Shipping Clerk, FSN-6

OPENING DATE: November 12 2014

CLOSING DATE: November 26, 2014

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinary Resident: CFA 4,564,497 per year
Position grade: FSN-6

*Not-Ordinarily Resident (NOR): US\$36,111 per year
Position grade: FP-8

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 Shipping Clerk position in the Embassy General Services Section.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for:

- Preparing paperwork, establishing, and updating files for customs clearance and expediting of incoming and outgoing shipments of private and USG property.
- Typing documents and translating packing lists, air waybills, value statements, etc., into French.
- Checking bills submitted by shipping, packing and transit; verifying them against authorizing documents.
- Preparing and typing documents, especially customs exoneration papers, for incoming and outgoing shipments, and hand-carrying them to appropriate offices in Malian customs and protocol, following through on each request.
- Preparing paperwork for and obtaining insurance coverage for POVs and official vehicles.
- Performing other related tasks as required, especially substituting for other shipping personnel when they are on leave.

QUALIFICATIONS REQUIRED:

- High School Degree
- Two years' experience in shipping or transportation
- Level III (Good knowledge) English (English will be tested), French and Bambara
- Typing, computer skills in Word Processing, Excel and Outlook email.
- Driver's license.

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 (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS ET PERMIS):

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: Shipping Clerk](#)

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: NOVEMBER 26, 2014

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.