

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

MANAGEMENT NO.: S14-088

DATE: August 28, 2014

SUBJECT: ANNOUNCEMENT NUMBER 14-33

OPEN TO: All Interested Candidates

POSITION: Assistant Supply Supervisor
FSN-08, FP-06

OPENING DATE: August 28, 2014

CLOSING DATE: September 11, 2014

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinarily Resident: CFA 7,724,440 per year
(Starting salary before benefits and allowances)
Position grade: FSN-8

*Non-Ordinarily Resident (NOR): US\$45,185 per year
Position grade: FP-06

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 Assistant Supply Supervisor for the Embassy's General Services section.

BASIC FUNCTION OF POSITION:

The incumbent oversees the entire Mission Property and Supply Program and directly supervises up to 21 FSN Staff (LES) of the Property Section and possibly up to 10 more temporary workers. Prepares and/or oversees preparation of all property-related recurring reports (monthly, quarterly and/or annual.) Schedules and conducts annual inventories and auction and sealed bid sales.

QUALIFICATIONS REQUIRED:

- University studies in Business Management, Inventory Control, and Supply Management/Warehousing.
- Four years of progressively responsible experience in supply management and warehousing of large stock, of which at least two years of supervisory experience.
- French and English level III is required.
- Must have organizational and interpersonal skills, customer service, tact; and effectiveness in dealing with customers.
- Word and Excel proficiency.

SELECTION PROCESS:

When fully qualified, U.S. Citizen 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**;
2. 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.
3. 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: [Assistant Supply Supervisor](#)

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: SEPTEMBER 11, 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.