

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

**MANAGEMENT NO:** S14-046

**DATE:** May 19, 2014

**SUBJECT:** ANNOUNCEMENT NUMBER: 14-017

**OPEN TO:** All Interested Candidates

**POSITION:** IT Manager/Information Systems Manager  
FSN-11, FP-04

**OPENING DATE:** May 19, 2014

**CLOSING DATE:** June 9, 2014

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

**SALARY:** \*Ordinarily Resident:  
\*\* 11,041,502 CFA per year- FSN 11  
(Starting salary before benefits and allowances)

\*Not-Ordinarily Resident (NOR)  
US\$62,378 per year – FP-4

**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 IT Manager-Information Systems Manager in the Centers for Disease Control (CDC)

**BASIC FUNCTION OF POSITION**

The incumbent reports to the Country Director, Centers for Disease Control and Prevention (CDC) Mali, with primary responsibility for Information Technology (IT) services management and support oversight at the CDC Mali Office. In this capacity, the incumbent manages and implements IT initiatives which result in improved program efficiency, quality of program services, and maintenance of state-of-the-art information technology and communications support services in a constantly changing and competitive marketplace environment.

**A copy of the complete position description listing all duties and responsibilities is available on <http://mali.usembassy.gov/job-opportunities.html>;**

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Bachelor's Degree in Computer Science, Information Systems, or Applied Mathematics.
- A minimum of seven years of progressively responsible work in computer science and at least four years' experience in LAN/WAN operations.
- Level IV in English and French Level V (native fluency) are required. English will be tested.
- Advanced knowledge in IT administration and software including Microsoft Server 2008 or above, Active Directory, Windows 7, and Microsoft Office 2010 or above. A solid working knowledge of server management to include setting up file, print and scanning services, software installation and monitoring.
- Ability to work independently; to assess advanced/highly complex IT problems and issues; develop realistic solutions related to software, hardware, or IT networks.

## **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. 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**

[HROBamako@state.gov](mailto:HROBamako@state.gov)  
[IT Manager/Information Systems Manager](#)

## **POINT OF CONTACT**

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

## **CLOSING DATE FOR THIS POSITION: JUNE 9, 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; 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).