

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

**MANAGEMENT NO.: S14-060**

**DATE: June 11, 2014**

**SUBJECT: ANNOUNCEMENT NUMBER: 14-23**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur  
FSN -03, FP-BB

**OPENING DATE:** June 11, 2014

**CLOSING DATE:** June 25, 2014

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:** Ordinarily Resident: 2,211,641 CFA per year  
(FSN-03 starting salary before benefits and allowances)

Not-Ordinarily Resident (NOR): US\$22,058 per year

**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 Chauffeur in the GSO Motor Pool of the Embassy.

**BASIC FUNCTION OF POSITION**

Transports Mission employees and official visitors in Bamako and up-country on field trips as directed by the Motor Pool Supervisor and/or Dispatcher.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Under the direct supervision of the FSN Motor Pool Supervisor and/or Dispatcher, the incumbent provides vehicle chauffeur service to official Mission personnel and official visitors within the city of Bamako and surrounding areas, and up-country on field trips as assigned by Motor Pool Supervisor and/or Dispatcher while obeying all local and Mission safety rules and regulations.
- Keeps assigned vehicle in maximum operating condition- clean and serviceable and performs basic maintenance on the vehicle.
- Reports vehicle malfunctions and vehicle accidents to the Motor Pool Dispatcher immediately as required.
- Maintains a daily log of all trips and stops and ensures that passengers complete their portion on the trip ticket after trip is over.
- Maintains a good personal appearance (for example, changing uniforms daily and washing uniforms weekly).
- Serves as a special messenger when required, to deliver cargo, documents/letters or invitations to mission offices, local government, and international organizations offices.

Applications are available at <http://mali.usembassy.gov/job-opportunities.html>

## **QUALIFICATIONS REQUIRED**

- Completion of elementary school (certificate required with application.)
- Two years prior experience as a chauffeur.
- Level 4 speaking and Level 3 reading/writing in French and Level 2 speaking/reading/writing in English (will be tested).
- A valid Malian driver's license, with class B, C, and D (standard, SUV/Truck, commercial) endorsements (will be tested).
- An excellent knowledge of Bamako roads, including awareness of main and alternate routes to all Government and diplomatic offices; accurate and up-to-date knowledge of local traffic laws and patterns; skill at handling sedans and carryalls are required.
- Ability to work well with others and to deal with the public while working in a high volume of work under stressful working conditions is required.

## **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**

[HROBamako@state.gov](mailto:HROBamako@state.gov)

Subject: Chauffeur

**POINT OF CONTACT**

HRO: 2070- 2316/2314/2511 FAX: (223) 2070-2479

**CLOSING DATE FOR THIS POSITION: JUNE 25, 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 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.