

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

MANAGEMENT NO.: S14-021 **DATE:** March 7, 2014

SUBJECT: ANNOUNCEMENT NUMBER: 14-011

OPEN TO: All Interested Candidates

POSITION: Class B Cashier
FSN-8, FP-6

OPENING DATE: March 7 2014

CLOSING DATE: March 21, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR): 5,962,785 CFA per year
(starting salary before benefits and allowances)
Position grade: FSN-8

*Not-Ordinarily Resident (NOR): US 45,185 per year
Position grade: FP-6

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 **Class B Cashier** in the Embassy Financial Management Office section.

BASIC FUNCTION OF POSITION

The incumbent is designated as Class B Cashier for the Mission and provides for the receipt, disbursement, accountability, examination, safekeeping, banking and replenishment of cash and for the preparation and submission of fiscal reports and for the maintenance of the WinACS Cashiering Accounting Software package. The total value of accountable transactions processed exceeds \$9 million. The amount of cash advance to this position is \$110,000 and annual turnover

is in excess of \$3.3 million. Incumbent maintains accountability for an alternate cashier and 7 sub cashiers.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

- College studies in accounting, finance or business administration.
- At least four years of performing in progressively responsible work in allotment accounting and disbursing or maintaining cash records.
- Level 4 (fluent, university-trained, native speaker equivalent) speaking/reading/writing English (English proficiency will be tested), French and Bambara. Bambara as incumbent must be able to clearly explain USG rules and regulations and Post FMC policies to colleagues in local language.
- Knowledge of local laws and practices for banking and financial institutions.
- Good computer skills (word processing, excel spreadsheet, internet). Ability to operate use accounting software and operate calculating machines
- Good communication, organizational and interpersonal skills.

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

Human Resources Office - HROBamako@state.gov

Subject: [Cashier](#)

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: MARCH 21, 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.