

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

MANAGEMENT NO.: S14-054

DATE: May 29, 2014

SUBJECT: ANNOUNCEMENT NUMBER: 14-020

OPEN TO: All Interested Candidates

POSITION: Purchasing Agent
FSN -6; FP -FP-8

OPENING DATE: May 29, 2014

CLOSING DATE: June 12, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: CFA 3,519,105 p.a.
(FSN-06 starting salary before benefits and allowances)

*Not-Ordinarily Resident (NOR): \$36,111 p.a.
(Starting salary Position grade: FP-8)

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 Purchasing Agent in the Embassy General Service Office section.

BASIC FUNCTION OF POSITION

Under the supervision and guidance of the Procurement Supervisor, the Purchasing Agent is responsible for purchase a variety of local supplies and services in support of the Mission Bamako's operations. This requires a good knowledge of the local market pricing system, the sources of supplies and good judgment about the quality of supplies and services available and the Mission norms.

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

QUALIFICATIONS REQUIRED

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

- Completion of high school is required.
- At least three years of previous clerical or mercantile experience is required.
- English and French level III English will be tested.
- Must possess clerical skills that include the ability to use a computer, proficiency in Microsoft Word and Microsoft Excel, the ability to type at least 30 words per minute, and the ability to use an electronic calculator.
- Must possess a valid Malian license to operate a motor vehicle.
- Must undergo and pass an annual driver's physical examination administered by the Embassy's Medical Officer.
- Knowledge of some basic of procurement procedures, including but not limited to interacting with vendors, price negotiation and use of judgment.
- Incumbent is required to have a realistic assessment of the procurement environment and to plan, set, and meet deadlines. The incumbent should have a working knowledge of Microsoft Word and Excel.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL 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 US Citizen EFM's 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 (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

Human Resources Office - HROBamako@state.gov

Subject: [Purchasing Agent](#)

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: JUNE 12, 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.