

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

**MANAGEMENT NO.:** S14-089

**DATE:** August 28, 2014

**SUBJECT:** ANNOUNCEMENT NUMBER 14-34

**OPEN TO:** All Interested Candidates

**POSITION:** Work Control Clerk  
FSN-07, FP-07

**OPENING DATE:** August 28, 2014

**CLOSING DATE:** September 11, 2014

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

**SALARY:** \*Ordinarily Resident: CFA 5,898,117 per year  
(Starting salary before benefits and allowances)  
Position grade: FSN-7

\*Non-Ordinarily Resident (NOR): US\$40,394 per year  
Position grade: FP-07

**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 Work Control Clerk for the Embassy's Facility Maintenance customer service center.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for the receipt, logging and distribution for action of work requests through the Facility Manager and/ or Building Engineer. This position also coordinates the work of the Facilities Shops through the Maintenance Supervisors / Foreman, prepares weekly and

monthly maintenance reports, and performs translation and interpretation duties for the Facilities Management Section.

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

### **QUALIFICATIONS REQUIRED:**

- High School degree and secretarial or vocational training.
- Three years of on-the-job experience in customer service or office management, of which two years in a supervisory position.
- French and English level IV. Able to draft routine correspondence in French and English. Able to translate business letters written in either language.
- Must have telephone etiquette, business correspondence drafting, translation skills, customer service, tact, and effectiveness in dealing with customers.
- Level II typing (a minimum of 40 words per minute with minimum errors), email, Word and Excel proficiency.

### **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**;
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](mailto:HROBamako@state.gov)  
Subject: [Work Control Clerk](#)

## **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.**