

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

MANAGEMENT NO.: S13-006

DATE: January 10, 2013

SUBJECT: ANNOUNCEMENT NUMBER 13-004

OPEN TO: All Interested Candidates

POSITION: Maintenance Foreman-Electrical, FSN-07; FP-7

OPENING DATE: January 10, 2013

CLOSING DATE: January 24, 2013

WORK HOURS: Full-time 40 hours week

SALARY: *Not-Ordinarily Resident (NOR): US\$39,994 p.a (Starting salary
Position grade: FP-7 to be confirmed by Washington)

*Ordinary Resident: CFA 4,542,995 per annum
(Starting salary before benefits and allowances)
Position grade: FSN-7

**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 a Maintenance Foreman (Electrical) in the Facility Maintenance Section.

BASIC FUNCTION OF POSITION:

The position is responsible for the day-to-day operation of 8 electricians, one A/V and other skilled and semi skilled team technicians assigned to his team. Provides on-the-job training to employees supervised, prepares their time and attendance, performance evaluation and approves their leave.

MAJOR DUTIES AND RESPONSIBILITIES:

- Installing, troubleshooting, repairing electrical equipment to include UPS, generators, automatic transfer switches, and rewires buildings electrical systems.
- Receiving oral and written instructions or work orders regarding maintenance and /or repair work on office and residential buildings and related equipment.
- Ensuring that needed working tools are available at all times.
- Being responsible for preparing time and attendance, performance evaluation of employees supervised and recommending promotions and disciplinary actions as needed
- Inspecting work in progress and upon completion for quality.
- Responding to emergency calls after normal working hours to repair generators and transfer switches.

QUALIFICATIONS REQUIRED:

- Completion of primary school and 4 years of vocational school in the field of electricity.
- Three years in the field of maintenance including maintenance inspections, planning, residential electricity and two years of supervisory experience.
- English III, French and Bambara IV.
- Familiarity with full journeyman knowledge of established practices and procedures of the principal trade.
- Good working knowledge in Electricity of generators and ATS.
- Computer proficiency (Word, Excel).
- Ability to use hand and power tools applicable to the trade.
- Must have a valid Malian driver's license.

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:

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/about-the-embassy/job-opportunities.html> or at the U.S. Embassy's main entrance ; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, or a current resume or curriculum vitae that provides the same information as the form; plus
2. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov or at the U.S Embassy's main entrance
Attention: Human Resources Officer
American Embassy, B.P. 34, Bamako, Mali.

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: JANUARY 24, 2013

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).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References