

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

**MANAGEMENT NO.:** S13-013

**DATE:** February 7, 2013

**SUBJECT:** ANNOUNCEMENT NUMBER 13-007

**OPEN TO:** Current Employees of the Mission ONLY

**POSITION:** Surveillance Detection Program Coordinator, FSN-07; FP-07

**OPENING DATE:** February 7, 2013

**CLOSING DATE:** February 21, 2013

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

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

\*Not-Ordinarily Resident (NOR): US\$39,994 p.a (Starting salary  
Position grade: FP-07 to be confirmed by Washington)

**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 Surveillance Detection Program Coordinator in the Regional Security Office.

**BASIC FUNCTION OF POSITION:**

The incumbent provides security for USG facilities, employees and family members by performing procedures to detect, recognize, and report on surveillance directed against U.S. Government facilities. Incumbent directly supervises 12 Surveillance Detection Guards.

**A copy of the complete Position Description listing all duties and responsibilities as well as the application are available in the HR office**

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Supervises and coordinates the daily operational planning and deployment of the 12 member surveillance detection (SD) team assigned to safeguard U.S. Government property and personnel.
- Serves as liaison with other agencies and offices at the Post on surveillance detection matters. Acts as liaison with host government security element on surveillance detection issues.
- Briefs the Regional Security Officer (RSO) on surveillance detection operations and incidents and sightings. Provides the RSO a daily report on analyzed SD data, highlighting trends, or suspicious activity identified.
- Schedules and coordinates the Mission planning and daily patrol areas for the SD teams. Ensures that SD sightings reports are documented and entered into the SD database. Conducts retrieval SD sighting reports and images from a PC using SD database.
- Assists the RSO in addressing the SD team administration and logistical support requirements.
- Assists RSO in recruitment and selection of SD team members, scheduling shifts of team members, approving leave of subordinates, monitoring job performance of SD team members, preparing performance evaluation reports of SD team members, and recommending performance improvement, performance recognition or disciplinary actions.
- Trains new SD members as well as periodically conducts refresher training of current SD unit employees, drivers, local guard force, police Intervention Unit and Embassy employees on indicators of hostile surveillance.
- Ensures surveillance detection equipment is maintained to standards outlined in the operator's manual. Conducts periodic maintenance of SD database.

**QUALIFICATIONS REQUIRED:**

- Completion of secondary school and at least two years college studies of police, military science, criminal justice, or administration are required.
- Four to six years of military, police, or private experience in the field of security is required. Two to three years prior supervisory experience is required.
- French IV and English IV (fluent). English level will be tested.
- Knowledge of surveillance techniques, familiarity with normal traffic pattern, pedestrian behavior, Embassy facilities and travel routes. Good knowledge of host country law enforcement capabilities.
- Must have a valid Malian driver's license. Familiarity with Malian driving laws, local customs, cultural norms. A high level of physical fitness.
- Good knowledge of computer programs, e.g. Microsoft Word, Excel, Access, PowerPoint, Microsoft Outlook, the worldwide web 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 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;
2. A current resume or curriculum vitae that provides the same information as the form; plus
3. 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](mailto: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: FEBRUARY 21, 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