

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

MANAGEMENT NO.: S12-75 **DATE:** August 17, 2012

SUBJECT: ANNOUNCEMENT NUMBER: 12-16-A

OPEN TO: All Interested Candidates

POSITION: Visa Clerk/Receptionist
FSN-5, FP-9

OPENING DATE: August 17, 2012

CLOSING DATE: August 24, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR): 2,693,568 CFA
per year (Starting salary before benefits and allowances)
Position grade: FSN-5

*Not-Ordinarily Resident (NOR): US 31,963 per year
(starting salary Position grade: FP-9)

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 Visa Clerk/Receptionist in the Embassy Consular section.

BASIC FUNCTION OF POSITION

This position supports the Consular Chief and other Consular staff primarily by providing customer service, receptionist and clerical duties. The position is responsible for all public inquiries regarding consular services and application procedures, routine daily correspondence, and other support tasks such as performing non-immigrant visa (NIV) document checks and maintaining unclassified consular files.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent is responsible for:

- Interacting daily with US Citizens, visa applicants, Malian Government officials to provide routine information on services offered and visa application procedures;
- Accepting and logging all visa referrals and under the guidance of Consular Officers scheduling special appointments;
- Handling routine correspondence in the section including inquiries sent to the Consular Bamako e-mail account;
- Performing basic Non Immigrant Visa document checks including assisting the Consular Visa Assistant with all NIV intake procedures every morning;
- Filing and document scanning;
- Updating and maintaining adequate supplies of all information sheets, handouts and form letters;
- Ordering necessary supplies from the General Service Office.

A copy of the complete Position Description listing all duties and responsibilities as well as the application are available at the US Embassy's main entrance.

QUALIFICATIONS REQUIRED

- Completion of High school.
- At least one year of office or clerical experience.
- English (S/R – III/III-English proficiency) will be tested, French (S/R – V/V), and Bambara.
- Good computer skills (word processing, excel spreadsheet, internet).
- Strong customer service skills.
- Exercise of tact in dealing with the public.
- Ability to multi-task and work under pressure.

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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available at <http://mali.usembassy.gov/about-the-embassy/job-opportunities.html> or *at the U.S. Embassy's main entrance*;
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **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 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- 2511/2316 /2314 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: AUGUST 24, 2012

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.

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