

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

MANAGEMENT NO.: S11-132 **DATE:** November 28, 2011

SUBJECT: ANNOUNCEMENT NUMBER: 11-38

OPEN TO: U.S. Mission Locally Employed Staff Only

POSITION: Mail Clerk/Expeditor
FSN-5, FP-9

OPENING DATE: November 28, 2011

CLOSING DATE: December 12, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident: CFA 2,693,568 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 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 Mail Clerk/Expeditor for the Embassy's Mailroom Section.

BASIC FUNCTION OF POSITION

The incumbent will be responsible for the following:

- Expediting customs clearance for Pouches, and Diplomatic Post Office (DPO) shipments.
- Transporting Pouch and DPO using official vehicle to and from the airport daily.
- Providing on-call Assistance to cleared American Escorts and manage expediting, customs clearance, and transportation for escorted diplomatic pouch.
- Assisting in the Integrated Logistics Management System (ILMS) pouch receiving and outgoing preparation.
- Assisting in the Automated Military Postal System (AMPS) DPO receiving and outgoing preparation.
- Entering data and tracking Intelligent Mail Barcode (IMB).

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

QUALIFICATIONS REQUIRED

- Secondary level education.
- Minimum two years of experience as driver.
- Level III French and Level II English (English will be tested).
- Valid Malian commercial (B and D) drivers' license and ability to lift up to 70 lbs comfortably.
- Computer skills (Windows, Excel, Outlook E-mail, Internet Explorer).
- Excellent interpersonal skills and ability to work closely with U.S, Local Employee staff and anyone within the Mailroom and their outside partners.
- Knowledge of customs and shipping regulations in Mali.

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 proficiency level (English language proficiency will be tested) or a current resume or curriculum vitae that provides the same information as the form; plus
2. 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 FAX: (223) 2070-2479.

CLOSING DATE FOR THIS POSITION: DECEMBER 12, 2011

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.