

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

MANAGEMENT NO.: S15-110

DATE: September 14, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-44

OPEN TO: All Interested Candidates

POSITION: Grants Officer (Self-Help Coordinator)
FSN-08, FP-06

OPENING DATE: September 14, 2015

CLOSING DATE: September 28, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: 8,188,338 CFA per year
(FSN-08 starting salary before benefits and allowances)

Not-Ordinarily Resident (NOR): FP-6 US\$45,487 per year

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 Self-Help Grant Coordinator/Grants Officer in the Embassy's Political and Economic section.

BASIC FUNCTION OF POSITION

The Grants Officer will be involved in the full life cycle of grants managed by the Political and Economic Section of the U.S. Embassy in Bamako. The incumbent reviews grants applications to develop a short list of qualified applicants per the Department of State regulations for the final

selection committee. The Officer will monitor projects through site visits, meetings, and report progress to the Grants Officer Representative and the Africa Bureau in Washington, as well as planning trainings for grant recipients and documents for media advertisement and record keeping. The incumbent works with the Grants Officer Representatives on the continued management of the Pol-Econ grants and with the Embassy's various financial offices on financial aspects of the grants. In addition, the incumbent will support U.S. Embassy Leahy vetting efforts and Time & Attendance (T&A) management for the Pol-Econ section.

QUALIFICATIONS REQUIRED

- At least two years of university studies is required.
- Minimum of two years prior work experience in either program management, grant administration, monitoring grants, monitoring program funds or implementing and managing projects.
- Level IV (Fluent) speaking/reading/writing in English and Level II (Limited knowledge) in French is required. English will be tested.
- Must be able to take and pass the following courses:
 - Introduction to Grants and Cooperative Agreements (PY220);
 - Monitoring and Cooperative Agreements (PY222) at FSI, or equivalent online distance learning courses;
 - Obtain Grants Officer Warrant;
 - Obtain certificate of Appointment as Grants Officer
 - Obtain Liability Insurance for \$1,000,000 in the U.S.
- Good organizational skills, including the ability to prioritize a large number of varied tasks, are required.
- Excellent computer skills in Microsoft Word, Excel, and Power Point are 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 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 (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS):

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

HROBamako@state.gov
Subject: Grant Officer

POINT OF CONTACT

HRO: 2070-2314/2316/2511 FAX: 2070-2479

CLOSING DATE FOR THIS POSITION: SEPTEMBER 28, 2015

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.