

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

MANAGEMENT NO.: S13-073

DATE: August 27, 2013

SUBJECT: ANNOUNCEMENT NUMBER: 13-023

OPEN TO: All Interested Candidates

POSITION: Chauffeur
FSN -03, FP-BB

OPENING DATE: August 27, 2013

CLOSING DATE: September 10, 2013

WORK HOURS: Full-time; 48 hours/week

SALARY: Ordinarily Resident: 2,211,641 CFA per year
(FSN-03 starting salary before benefits and allowances)

Not-Ordinarily Resident (NOR): US\$21,840 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 Chauffeur in the General Services Section.

BASIC FUNCTION OF POSITION

Transports Mission employees and official visitors in Bamako and up-country on field trips as directed by the Dispatcher.

MAJOR DUTIES AND RESPONSIBILITIES

- Transports Mission personnel and official visitors within the city of Bamako and surrounding areas and up-country on field trips as directed while following all local and Mission safety rules and regulations.
- Keeps assigned vehicle in clean and serviceable condition and performs basic maintenance on the vehicle.
- Reports vehicle malfunctions to the Motor Pool Dispatcher.
- Maintains a daily log of all trips and stops and ensures that passengers complete their portion on the trip ticket after trip is over.
- Maintains a good personal appearance (for example, changing uniforms daily and washing uniforms weekly).
- Immediately reports any vehicle accidents to the supervisor.
- Serves as a special messenger when required, to deliver cargo, documents/letters or invitations to mission offices, local government, and international organizations offices.

Applications are available at <http://mali.usembassy.gov/job-opportunities.html>

QUALIFICATIONS REQUIRED

- Completion of elementary school (certificate required with application.)
- One year prior experience as a chauffeur.
- Level 4 speaking and Level 3 reading/writing in French and Level 2 speaking/reading/writing in English (will be tested).
- A valid Malian driver's license, with class B, C, and D (standard, SUV/Truck, commercial) endorsements (will be tested).

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/job-opportunities.html>; **plus**
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; **plus**
5. A copy of a valid driver's license and high school diploma.

SUBMIT APPLICATION TO

HROBamako@state.gov

Subject: Chauffeur

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: SEPTEMBER 10, 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.

Drafted: HRA/FSidibe
Clearance: HRO/Bjensen
AGSO/SSwatzburg
GSO/JBiron
MO/RSiletzky

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