

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

**MANAGEMENT NO.:** S-12-35

**DATE:** March 12, 2012

**SUBJECT:** ANNOUNCEMENT NUMBER: 12-06

**OPEN TO:** All interested candidates

**POSITION:** Truck Operator  
FSN-04, FP-AA

**OPENING DATE:** March 12, 2012

**CLOSING DATE:** March 26, 2012

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

**SALARY:** Not-Ordinarily Resident (NOR): US \$24,518 per year (starting salary  
Position grade: FP-AA to be confirmed by Washington)

Ordinarily Resident (OR): 2,102,924 CFA per year  
(FSN-04 starting salary before benefits and allowances)

**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 one individual for the position of Truck Operator in the Motor Pool section of the Embassy's General Services Office.

## **BASIC FUNCTION OF POSITION**

Operates truck and serves as back up forklift driver in the GSO Motor Pool.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Drives diesel-fueled heavy cargo trucks.
- Drives vans, light trucks, and forklifts occasionally.
- Keeps assigned vehicle in clean and serviceable condition by performing basic maintenance on 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 good personal appearance, i.e., change of uniforms at least twice a week.
- Reports any vehicle accidents to the Motor Pool Dispatcher.

## **QUALIFICATIONS REQUIRED**

- Completion of elementary school.
- 5 years experience as a chauffeur.
- Level 2 French and English (speaking/reading/writing) is required.
- Knowledge of local driving laws and traffic patterns, principal locations around the city, and basic mechanical principles.
- A valid Malian class B and C driver's license.
- Proven ability to concentrate and drive safely in heavy and hazardous driving conditions.

## **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 provide the same information found on the UAE (*see Appendix B*);
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Any other documentation (e.g. copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above (a copy of a valid driver's license and school diploma)

## **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- 2511/2316 FAX: (223) 2070-2348

**CLOSING DATE FOR THIS POSITION: MARCH 26, 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