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

SUBJECT: **VACANCY ANNOUNCEMENT NUMBER: 17-030**

OPEN TO: **ALL INTERESTED CANDIDATES / ALL SOURCES**

The "Open To" category listed above refers to candidates who are eligible to apply for this position. The "Open To" category should not be confused with a "hiring preference" which is explained later in this vacancy announcement.

POSITION: **Architect/Construction Engineer (CE)**
FSN-10; FP-05

OPENING DATE: **December 08, 2017**

CLOSING DATE: **December 21, 2017**

WORK HOURS: **Full-time, 48 hours per week (plus overtime)**

SALARY: **Ordinarily Resident (OR): FSN-10 – 13,508,128 F CFA per year**

Not-Ordinarily Resident (NOR) FP-5* - US$ 52,765 per year
***Final grade/step for NORs will be determined by Washington**.

LENGTH OF EMPLOYMENT: This is a temporary position not to exceed 12 months from date of hire.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. EMBASSY EMPLOYEES UNDER PROBATIONARY PERIOD ARE NOT ELIGIBLE TO APPLY FOR THIS VACANCY.

The U.S. Embassy in Bamako is seeking eligible and qualified applicants for the position of Architect/Construction in the Facility Management Section (FM).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

The Architect/Construction Engineer shall inspect daily construction activities; review plans; recommend approval of shop drawings, product data and submittals; maintain a daily log of

construction activities; develop change orders including preparing cost estimates; and other construction engineering duties related to the construction of the Marine Security Guard Residence -Bamako as directed by the Contracting Officer Representative and/or Overseas Building Operations Project Director. He/ She shall be capable of working independently and shall provide professional engineering services.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Hold a Bachelor of Science degree in architecture or architectural engineering from an accredited institution or equivalent degree or experience. Holder of Engineering Credential or member of Association of Certified Engineers.
2. Five (5) years' experience in the field of Architecture/construction in relation to building constructions and renovations is required; at least 2 years of this experience must be with International or U.S. codes and criteria.
3. Level IV (fluency - reading/speaking writing) English is required. Level III (good working knowledge - reading/speaking/writing) French is required. English language will be tested.
4. Must have knowledge in design and construction practices with United Sate civil and architectural codes and specifications, thorough professional knowledge in civil and architectural design calculations and criteria, preparation of engineering drawings and specification.
5. Microsoft Office package user for word processing and analysis. Ability to use engineering management software, maintain daily construction inspection logs. Ability to create architectural cost estimates, review civil and architectural construction drawings for code compliance and provide briefings to the Project Director on civil and architectural issues. Ability to use AutoCAD required.

FOR FURTHER INFORMATION:

The complete position description listing all of the duties and responsibilities may be obtained on our website at **BamakoJob@state.gov** and/or by contacting the Human Resources Office **at 2070-2511/2314/2315/2316.**

HIRING PREFERENCE SELECTION PROCESS:

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

(1) USEFM who is a preference-eligible U.S. Veteran
(2) AEFM/USEFM
(3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.
** This level of preference applies to all Foreign Service employees on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following:
   - Local Security Certification
   - Medical Clearance
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website https://ml.usembassy.gov/ or by contacting Human Resources. (See "For Further Information" above);

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

   Note: Universal Application for Employment (UAE) (Form DS-174) is the ONLY APPLICATION FORM used when applying for job with the US Embassy Bamako. Any application without the form DS 174 will be considered as uncompleted application and WILL NOT BE CONSIDERED.

WHERE TO APPLY:

ALL THE APPLICATIONS MUST BE SENT TO BamakoJob@state.gov WITH THE POSITION TITLE: ARCHITECT /CONSTRUCTION ENGINEER AS SUBJECT.

****Mailed (paper/hard copies) applications will NOT be accepted.**

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission 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

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government **retirement** annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under chief of Mission Authority, either Foreign Service , Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria is an individual who meets all of the following criteria.

(1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; **and**
(2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; **and**
(3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); **and**
- Is not a citizen of the host country; a**nd**

- Does not ordinarily reside in the host country; **and**
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.