



## Memorandum

**DATE:** June 27, 2016  
**FROM:** Mourad Ali, A/Supervisory Executive Officer   
**SUBJECT:** Vacant Position: USAID/Mali Supply Assistant  
**REFERENCE No.:** HR-EXO-001-2016-Supply Assistant  
**TO:** All Malian Citizens and Local Residents at the time of application.

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**OPEN PERIOD:** **June 29, 2016 to July 13, 2016**  
**(5:00 pm Bamako time)**

**GRADE LEVEL:** **FSN PSC-7 (FCFA 6,254,850 to FCFA 9,695,022)**  
*(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).*

**NUMBER OF POSITION:** **One (1) Vacancy**

The U.S. Agency for International Development Mali is seeking one individual for the position of Acquisition and Assistance Assistant located in the Acquisition and Assistance Office.

### **BASIC FUNCTION:**

This position is within the Executive Office. The incumbent is responsible for Mission's property management to include receipt, inspection, recording and distribution of all expendable (EXP) and non-expendable (NXP) property. The incumbent will liaise with relevant U.S. Embassy offices (ICASS) on all property matters and ensures strict control of all incoming and outgoing USAID property. S/he will report to the FSN Records Liaison Specialist.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Receiving, Inspection and Delivery**

**(60%)**

Receive all USAID/Mali EXO and NXP property including office furniture, residential furniture, office equipment and supplies, books, catalogs, etc. Maintain records and copies of all procurement documents for use during the receiving process, contact and coordinate with the procurement office to ensure appropriateness of delivery.

Inspect all hardware equipment including desktops, laptops, monitors, telecommunications equipment, mobiles devices, UPSs, etc. Ensure all property is properly recorded, labeled and stored.

Inspect deliveries to ensure all items are as reflected on the delivery slip note and report any damage, ensure deliveries meet the terms, conditions and specifications included in procurement documents. Sign the delivery slip and note all damages a/o discrepancies, if any. Shipment discrepancies must be documented and reported per USG regulations and published standard procedures. Action on discrepancies must be prompt.

Prepare receiving reports of all items received and annotate reports as required. Price EXP and NXP items using the information recorded on the purchase order. For local and other currencies, uses the exchange rate provided by the USAID Financial Management Office.

Satisfies customer requests made through property request form (online, paper). Prepares transfer documents for approval by the Executive Officer or Designee, as required. Follow up all assigned requests, update property records as needed.

Ensure all received items are bar-coded, in accordance with USG rules and regulations, for entry and tracking of these items in USAID Asset Management system. Exercise strict control of all incoming and outgoing items. Coordinates with appropriate offices, such as GSO (ICASS), to ensure proper in-processing of all incoming equipment and supplies. Assume immediate delivery to the proper addressee, or hold when further disposition instructions are needed. Ensure the proper storage and safety of all property, and coordinate with GSO (ICASS) as needed.

Maintain and distribute pertinent receiving documents to appropriate sections (Procurement office, EXO, etc.) and follow up on items temporarily held in storage and pending further action or instructions, to ensure that delivery to end-user takes place in a timely fashion.

**Records keeping and Warehousing (EXP and NXP) -**

**(40%)**

Operate and maintain USAID approved asset management software (for both EXP and NXP) tracking software for USAID. Ensures that EXP stock and usage levels are monitored and makes recommendations to Supervisor as to what items/quantities to (re)order, coordinate with the procurement office and provide list of items/equipment to reorder.

Conduct physical inventories (annual or upon request) of all USAID property as required and prepare required Agency reporting as outlined in the USG rules and regulations. Organize, prepare and work on USAID property auctions and annual physical inventories. Coordinate with the GSO (ICASS) property manager as required.

Responsible for the operation and management of the USAID storage room(s), including the storage, labeling and up-keeping of stored EXP and NXP property. Update EXP supplies catalog regularly. Immediate report, take necessary actions and/or consult with the Supervisor when errors are discovered (e.g. item(s) missing barcode when it should have it, barcode number(s) incorrect, etc.).

**MINIMUM QUALIFICATIONS:** To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;
2. Successful completion of secondary school required;
3. Minimum of three years work as a supply/receiving agent or similar experience. In-depth experience with identifying and inspecting hardware equipment prior to receipt/release;
4. English III and French IV are required;
5. Must be knowledgeable of accepted, standard supply & receiving practices, including inspection of equipment/items, following up assigned requests, updating property records as needed etc. Must be knowledgeable of USG receiving practices and procedures and inventory procedures.

**Selection Factors:** To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.



### **QUALIFICATIONS REQUIRED:**

- a. **Education:** Successful completion of secondary school required.
- b. **Prior Work Experience:** Minimum of three years work as a supply/receiving agent or similar experience. In-depth experience with identifying and inspecting hardware equipment prior to receipt/release.
- c. **Language Proficiency:** English III and French IV are required.
- d. **Job Knowledge:** Must be knowledgeable of accepted, standard supply & receiving practices, including inspection of equipment/items, following up assigned requests, updating property records as needed etc. Must be knowledgeable of USG receiving practices and procedures and inventory procedures.
- e. **Skills and Abilities:** General computer skills essentials, along with strong ability in Microsoft applications. Ability to work independently, follow standard procedures, regulations and instructions. Ability to organize own work effectively without frequent direct supervision. Strong customer service and interpersonal skills. Must be flexible and tactful and hold a valid driver's license.

### **Maximum Evaluation Score 100 points**

### **SELECTION PROCESS:**

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

### **ADDITIONAL SELECTION CRITERIA:**

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

### **TO APPLY:**

Interested candidates for this position must submit the following **required documents**:

1. A cover letter of **not more than two (2) pages** describing how the incumbent's skills and experience fit the requirements of the Supply Assistant position.
2. A resume or curriculum vitae relevant to the position.
3. Copy of Diplômes, degrees, certificates, recommendation letters, etc.
4. Three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

**Please note that all cv/resume and cover letter must be in English, otherwise application package is incomplete and will be rejected.**

### **HOW THE SELECTION WILL BE MADE**

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum requirements are met.
2. Test will include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.
3. Interviews.
4. Reference checks.
5. Security investigations.



USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and interviewed. Applicants will be contacted for testing (Step 2) and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

## **SUBMIT APPLICATION**

Human Resources Management Section - Email: [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov)

Please indicate the Vacancy Reference Number in the subject line of your email: HR-EXO-001-2016-Supply Assistant. Emails received without the Vacancy Reference Number as indicated above will NOT be considered.

**CLOSING DATE FOR THIS POSITION IS: July 13, 2016 at 5:00pm**

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The US Mission in 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.