

ANNOUNCEMENT NUMBER: 012-019

OPEN TO: All interested Candidates

POSITION: General Services Purchasing Agent, FSN-7; FP-7*

OPENING DATE: April 25, 2012

CLOSING DATE: May 09, 2012

WORK HOURS: Full Time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 39,994 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

*Ordinarily Resident: US\$ 28,364 p.a. (Starting salary)
(Position Grade: FSN-7)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking an individual for the position Purchasing Agent in the General Services Section of the American Embassy in Luanda.

BASIC FUNCTION OF POSITION

Under the direct supervision of the General Services Officer, is responsible for the procurement of all supplies and services for the Embassy. The position reviews procurement requests for completeness and technical information, after conferring and consulting with the individual originator. Obtains technical specifications, provides cost estimate and identifies financial accounts to be charged. Consults bidder's lists for best available sources of supply, and requests bids/quotes by internet, telephone, correspondence, e-mail, fax or other. Reviews responses and prepares summaries and analyses, including a recommendation as to the best offer, considering price and known quality of supplier's products. Contacts vendors/suppliers, negotiates prices, payment, delivery, resolves misunderstanding. Position also responsible for all administrative follow up and reporting in relation to work duties.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641 161.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION**: Completion of High School required
2. **REQUIRED WORK EXPERIENCE**: One and one half years of purchasing experience or related clerical experience is required.
3. **REQUIRED LANGUAGES**: Level III English and Level IV Portuguese
4. **REQUIRED JOB KNOWLEDGE**: Knowledge of local and international markets. Ability to find products and services using different venues. Familiarity with property acquisition procedures and receiving and reporting procedures. Accurate keyboarding skills are required. Ability to prioritize work assignments is required.
5. **OTHER REQUIRED SKILLS/ABILITIES**: Computer skills including use of the Microsoft Office Suite and specifically internet use. Good verbal communication skills. Ability to communicate through administrative instructions, memoranda, letters and telephone. Must be able to read and understand FAM regulations. Must be proactive and require minimal supervision. Must be able to lift fifty (50) pounds. Must have current driver's license.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222641232

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- a) US citizen;
 - b) Spouse or dependent that is at least age 18;
 - c) Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - f) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
1. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

2. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MAY 09, 2012

The US Mission in Angola 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.

Maureen Yates
Human Resources Officer