



## PROCUREMENT ASSISTANT

An opportunity is available to work as a Procurement Assistant within the General Services Office at the U.S. Embassy, Canberra.

Salary: A\$63,210 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of Secondary School (Year 10) is required.
2. Two years of full-time experience providing procurement or contracting support or two years of full-time experience providing accounting support services is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good working knowledge of procurement regulations and procedures and a good knowledge of local market practices and suppliers, as well as local pricing practices, are required.
5. Ability to work independently or as a team member, when required, and to deal calmly and effectively with tight deadlines is required.
6. Good customer service skills and the ability to demonstrate good interpersonal skills are required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by **November 7, 2014**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted.*

<b>POSITION TITLE: PROCUREMENT ASSISTANT</b>	<b>POSITION GRADE LE- 7 (STARTING SALARY A\$63,210)</b>
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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

Implements a customer-responsive process for the procurement of Embassy Canberra's and supported Posts' required good and services, with a focus on goods or services costing between US\$3,000 and US\$25,000, in accordance with U.S. Government procurement regulations

**Major Duties and Responsibilities**

1. Simplified Acquisitions	70%
2. Formal Contracting (Including Specialty Contracts)	25%
3. Back-up duties	5%
TOTAL	100%

**Simplified Acquisitions (70%)**

Procures a wide range of goods and services, according to the needs of the mission, by means of USG Simplified Acquisition procedures and in accordance with Federal Acquisition Regulations.

Upon being assigned an approved procurement request by the Procurement, Contracting & Travel Supervisor, determines the type of action necessary and sources from which the commodity or service is available. Reviews the specifications provided by the customer and determines whether additional clarification or information is necessary. May need to redraft specifications or scopes of work based on this additional input.

Identifies fiscal accounts to be charged and, where necessary, requests clarification of funding source from requesting office.

Considers the full range of possible sources as well as the various procurement techniques that are appropriate. Reaches a conclusion as to the means that represents the best overall value to the Government.

Requests bids or quotations by whatever means is appropriate. Reviews responses and quotes to identify the vendor whose offer/proposal best fulfils the needs of the requesting office at the best possible price.

In drafting purchase orders/modifications using the Ariba (ILMS) system, complies with all the requirements stated in Federal Acquisition Regulations (including, but not limited to, descriptions of goods, quantities, price, delivery terms, funding source, request reference, invoicing instructions and contract clauses). Obtains S/GSO and FMO authorization as appropriate.

In undertaking procurements using a purchase card or petty cash, complies with all policies and regulatory restrictions relating to such. Responsible for maintaining a log of all purchase card use, for the preparation of complete documentation relating to card use and reconciles monthly statements for review by the Contracting Officer.

Coordinates delivery or pick up of goods and services which may include delivery to specified sites by diplomatic pouch, express courier services, freight forwarders, U.S. mail, hand delivery, or parcel post.

Maintains organized procurement files in accordance with regulations. Tracks and rectifies delayed and lost item deliveries, as required. Maintains, prepares and enters data and statistical information for various periodic reports.

### Formal Contracting (25%)

#### Service and Supply Solicitation Development

Evaluates goods and service requirements to determine correct method of procurement. Establishes the terms and conditions in conformance with Federal Acquisition Regulations (FAR) and Department of State Acquisition Regulations (DOSAR).

With particular focus on procurement actions and service contracts within the range of US\$3,000 to US\$25,000, use contract samples and knowledge of acquisition regulations and requirements develops contract drafts/quotation request packages. Works closely with the requiring office, the Contracting Officer, and the Contracting Officer's Representative (COR) to ensure that the solicitation and associated contract documentation are accurate and comprehensive.

Circulates drafts to the requesting office(s) for their review and assistance in clarifying requirements for the CO and/or Office of Procurement Executive A/OPE as necessary for solicitation/quotation package finalization and approval for release.

Assists requiring office in preparation of an independent Government cost estimate for all proposed contracts and purchases in accordance with the contracting handbook, and coordinates with RFMC to ensure funds are available for the desired services and supplies.

Cancels or amends as necessary.

#### Solicitation and Evaluation

Develops a list of potential contractors/vendors by researching the market and advertising solicitations in the newspaper for FedBizOps, as required. Also prepares FedBizOps Synopsis and sole-source justifications as necessary. Invites potential offerors/bidders to a pre-proposal/pre-bid conference and/or site visits alone or as an assistant to the CO. Notes contractual and procedural questions raised by potential

offerors/bidders and works with the CO to provide answers and minutes of meetings in writing to all offerors/bidders.

For negotiated solicitations: receives offers and prepares information for Technical Panel evaluation. Assists the CO in selection and briefing of panel members. Calculates price scores on behalf of the CO. Combines price scores with technical panel evaluations and reviews information, then passes to the CO for examination. Assists CO with drafting of letters and negotiation points for offerors selected within the competitive range. Assists the CO, as requested, with negotiations for best and final offers. Recalculate points as necessary. Upon final award the incumbent assembles contracts for award, signature and distribution.

### Contract Administration

Monitors contracts and alerts the CO and COR to any potential problems. Prepares draft contract/order modifications and letters for necessary approvals. Monitors contract renewals and prepares documents for renewal. Assists with the clarification of contract terms and conditions. Works with CO and COR to assure compliance with terms of contract. Obtains funding and approval from FMO, CO and Contractor, as appropriate.

Maintains contract/purchase/delivery orders in accordance with departmental regulations. Develops and maintains all files and logbooks for contracting actions and prepares files for closeout and storage, prior to destruction. Prepares and enters data for periodic reports.

### Back-up (5%)

Provides back up support and assistance to other members of the Procurement & Contracting Unit staff as directed by the Procurement, Contracting & Travel Supervisor or the S/GSO.

### **Selection Criteria**

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

1. Completion of Secondary School (Year 10) is required.
2. Two years of full-time experience providing procurement or contracting support or two years of full-time experience providing accounting support services is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good working knowledge of procurement regulations and procedures and a good knowledge of local market practices and suppliers, as well as local pricing practices, are required.

5. Ability to work independently or as a team member, when required, and to deal calmly and effectively with tight deadlines is required.

6. Good customer service skills and the ability to demonstrate good interpersonal skills are required.

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

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. 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 US 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.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

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  
All applicants must address the selection criteria with specific and comprehensive information supporting each item.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS NOVEMBER 7, 2014**

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.

## **APPENDIX**

**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
- K. If applying for position that includes driving a U.S. Government vehicle, provide 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