



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 082

OPEN TO: All Interested Candidates/All Sources

POSITION: Procurement Agent, FSN-8; FP-6
(Salary approx. Tk. 56,000 per month)

OPENING DATE: November 28, 2012

CLOSING DATE: December 11, 2012 (before 4:30 p.m.)

WORK HOURS: Full-time; 45 Hours/5 days per week

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

The U.S. Embassy in Bangladesh is seeking applications for the position of **Procurement Agent** in the Procurement Contracting Unit, General Services Office (GSO).

BASIC FUNCTION: The incumbent is responsible for preparing all complicated purchase orders, delivery orders, cable orders, credit card orders and their subsequent follow-up. S/he is responsible for coordinating and supervising the preparation of major purchase orders in compliance with federal regulations, handling a majority of correspondence crucially important for the day-today operation of the Procurement Section.



MAJOR DUTIES AND RESPONSIBILITIES:

a. **PROBLEM-SOLVING AND CORRESPONDENCE:**

- ✚ Handles most complex issues and far-reaching problems regarding procurement, requiring original/creative problem-solving approach geared to each individual case.
- ✚ Receives incoming correspondence on a specific issue from Procurement Supervisor. Determines and undertakes appropriate action, normally by drafting/typing/preparing letters, memoranda, fax, e-mail, cables etc., covering a wide range of discrepancies (such as short-supply, excess supply or supply of wrong items and return these, duplicate shipments, misrouted shipment, cases of wrong invoice, duplicate billing, overcharging excess freight etc.) as well as on the various aspects of the day-to-day procurement operations.
- ✚ Coordinates with the Financial Management office and some other agencies as well as the requestors regarding change in mode of shipment, addition/deletion/substitution of particular items, obsolete items, cancellation of Purchase Orders and General Services Administration (GSA) Requisitions and requests additional funds with appropriate fiscal data and arrange for de-obligation of funds accordingly.
- ✚ Handles complex follow-up on purchase orders and procurement requests by correspondence to all vendors, the Department - General Services Administration (GSA), United States Dispatch Agency (USDA), Supply Services Center, Regional Procurement Support Office (RPSO) and other diplomatic posts to ascertain status, seek clarification and to resolve the outstanding problems. In case of no response despite repeated correspondence, seeks assistance of the Department or other diplomatic posts and regularly follows-up on these.

b. **PROCUREMENT OF SUPPLIES AND SERVICES ETC:**

- ✚ Handles the major aspects of procurement of supplies and services. Receives procurement requests from Supervisor, reviews these thoroughly and determines required type of action and sources available. Explores the availability of sources in the internet by surfing online and by obtaining information through Fed.Bid.com. Obtains or prepares specifications, reviews price quotes, prepares price comparison documents, estimates probable cost and determines applicable fiscal accounts to be charged.
- ✚ Prepares substantive procurement documents for ordering items to be obtained from GSA, diplomatic posts, agency headquarters,



commercial vendors etc. Regarding local purchases, requests bids or quotations by telephone, correspondence or advertisement. Reviews, analyzes and summarizes responses and prepares recommendations as to the best offer, keeping in view relevant factors such as price, quality, delivery time, bidders' capability etc. Prepares sole-source justification and waiver documentation, where necessary. If required, contact bidders to determine capabilities and negotiate price and other factors or participates in further negotiations between bidder, the Procurement Officer and the Procurement Supervisor.

✚ Prepares all complicated purchase orders, requiring comprehensive command of procurement policies, standards, regulations and procedures. Also directs, coordinates and supervises the preparation of major purchase orders. If required, assists the senior Procurement Agent in negotiating contract terminations and revisions. Analyses performance under contracts as a guide to future contract procurement. Develops and maintains market data regarding suppliers and prices and regularly updates these. Ensures proper maintenance of procurement reference materials, including State and other agency regulations, directives, federal specifications and standards, examples of procurement orders which constitute precedents or may be used as references for future procurements.

✚ A variety of commodities and services are procured, including but not limited to office furniture, equipment and supplies, household furniture and equipment, automotive vehicles, petroleum products, building and equipment maintenance, repair services, technical items such as automotive and office equipment spare parts, electronic, and other specialized equipment and machinery, and specialized tools.

c. **PREPARE REPORT FOR THE FEDERAL PROCUREMENT DATA SYSTEM (FPDS) And RECONCILE PURCHASE CARD STATEMENT:**

Reconciliation of Purchase Card Statements. Prepare State/Federal Procurement Data System reports for collecting and reporting procurement data and submit this report to Office of the Procurement Executive (OPE).

QUALIFICATIONS REQUIRED:

1. **Education:** Minimum a Bachelor degree in Arts, Commerce or Science is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*



- 2. Language Proficiency:** Level III (Good Working Knowledge) in English and Bangla speaking/reading is required. English language proficiency will be tested.
- 3. Prior Work Experience:** At least 3 years of progressively responsible, professional acquisition/assistance experience required.
- 4. Skills and Abilities:** Level II typing ability is required. Must exhibit tact yet maintain effectiveness while dealing with contractors and suppliers.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

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.

TO APPLY:

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



1. Form DS-174, “Universal Application for Employment as a Locally Employed Staff or Family Member” (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

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

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

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

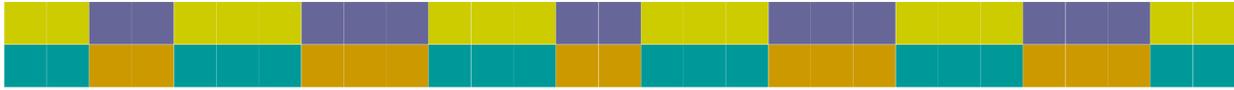
- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver’s License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.** Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>



POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:



- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

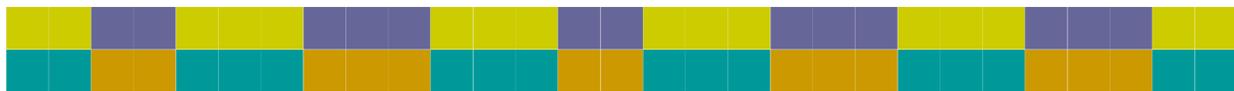
- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not 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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.



6. **Ordinarily Resident (OR)** – A Foreign National or US 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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: December 11, 2012

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

HRO: x

GSO: x

FMO: x

MGT: x