



## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 12/30**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Procurement Agent,  
FSN-7/FP-7

**OPENING DATE:** August 3, 2012

**CLOSING DATE:** August 17, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** P103,775 p.a. (Starting salary)

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

The U.S. Embassy in Gaborone is seeking an individual for the position of Procurement Agent.

### **BASIC FUNCTION OF POSITION:**

The Procurement Agent is the subject expert on procurement matters at Post; the incumbent procures goods and services for International Corporate Administrative Support Service (ICASS) serviced agencies and Post; through simplified acquisition,

procures expendable and non-expendable goods and services ; Drafts solicitations, contracts, Blanket Purchase Orders, and prepares purchase orders; Provides vendors with specification, delivery date, preferred shipping methods, and other terms and conditions; evaluates quotations and submits summaries; analyses, and recommendations to the General Services Officer's (GSO) for the most qualified vendor for a particular purchase or contract; develops and maintains market data relative to suppliers and prices; maintains procurement reference material; maintains a log of all purchases acquired with a purchase card; ensures compliance with Prompt Payment Act by dating all procurement documents and invoices; may also serve as Acting Senior Procurement Agent, when necessary.

### **QUALIFICATIONS REQUIRED:**

- Completion of Secondary school required
- Two years procurement/purchasing related work experience required
- Level IV English and Setswana (write and speak fluently) is required
- Must be profoundly familiar with Botswana and South African market practices and suppliers and be able to understand the international marketplace through market research and comparative analysis
- Must be computer literate with experience working with Microsoft Word, Excel, and the Internet and a minimum of Level 1 typing (30/40 WPM) is required
- Must possess a valid driver's license

A copy of the complete position description listing all duties and responsibilities is available in our internet site [http://botswana.usembassy.gov/job\\_opportunities.html](http://botswana.usembassy.gov/job_opportunities.html)

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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.

## **TO APPLY**

Candidates interested in applying for this position must follow the application instructions by submitting an application which contains all of the required information listed below. **Failure to do so will result in an incomplete application which will not be considered.**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 6 below for more information); **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. **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.**
  - 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. Date and Place of Birth
  - G. Current Address, Day, Evening, and Cell phone numbers
  - H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
  - I. U.S. Social Security Number and/or Identification Number
  - J. Eligibility to work in the country (Yes or No)
  - K. Special Accommodations the Mission needs to provide
  - L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
  - M. Days available to work
  - N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
  - O. U.S. Eligible Family Member and Veterans Hiring Preference
  - P. Education
  - Q. License, Skills, Training, Membership, & Recognition
  - R. Language Skills

- S. Work Experience
- T. References

**SUBMIT APPLICATION TO:**

Human Resources Assistant  
American Embassy  
P.O. Box 90  
Gaborone (or hand deliver)  
Or email: [HROGaborone@state.gov](mailto:HROGaborone@state.gov)

**POINT OF CONTACT**

Name Motlalepula Mmakgonya  
Telephone: +267 3953982 ext 2421  
FAX: +267 3957679

**CLOSING DATE FOR THIS POSITION: August 17, 2012**

The US Mission in Gaborone 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.