



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2015-05

April 27, 2015

Open To: All interested Candidates

Position: Procurement Clerk FSN-6

Opening Date: Immediate

Closing Date: Monday, May 11, 2015 at 17:00

Work Hours: Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of **Procurement Clerk** in the General Services Section.

BASIC FUNCTION OF POSITION

Incumbent is responsible for procurement actions of a variety of goods and services from local and overseas sources through purchase orders, contracts, IDIQ contracts, GSA contracts, blanket purchase agreements (BPA), purchase cards and petty cash for the sections s/he represents. Incumbent is responsible for following all appropriate Department guidance in the execution of post's procurement program and is under supervision of the Procurement Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

Receives approved procurement requests through Ariba/ILMS for various materials and reviews requests for completeness and presence of necessary technical information conferring with the requestor if necessary from the sections s/he represents. Obtains technical specifications, estimates probable cost and identifies financial accounts to which purchase is to be charged. Ascertains probable sources of supply and requests bids or quotations by telephone, e-mail, correspondence (RFQ/Request for quote) and advertisement. Places orders for clients: prepares the purchases orders, BPA orders, contracts, or purchases out of petty cash as it applies.

Delivery

15% of time

- Collects all the items purchased locally from vendors and delivers them to post.
- Follows up on overseas orders from placement to arrival at post.
- Follows up the projects/contracts up to the close up of contracts.

Payment and reporting

10% of time

- As a point of contact of vendors, follows up the payments of contractors with FMO when they have been completed.
- Follows up on Memos funding, advises and reports when MIPR is ready to be closed.

- Prepares S/FPDS report for any order over \$3000.00.

Planning**15% of time**

- Meeting with the sections represented, ensures that each section has a COR on file and that they understand the procurement standards and procedures.
- Coordinates yearly procurement plan with their clients to ensure appropriate end of fiscal year planning.

Other duties**10% of time**

- Controls and completes purchase order files.
- May be called upon at any time to trace outstanding orders or pursue queries or changes needed on such orders.
- Assists with any other tasks as requested by the supervisors.
- Assists the Procurement Supervisor as needed.
- Backs up other Procurement Agents during their absences or when on leave.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education** - Two years university studies completed required.
- Prior Work Experience** – Two or more year’s procurement experience or related work field required.
- Post Entry Training** – On the job training by the Purchasing Agent and the GSO. Attendance at A/OPE conferences and training seminars as available.
- Language Proficiency** – Level III English, Level IV Kirundi, Level III French, Level II Swahili.
- Job Knowledge** - A working knowledge of State Department procurement regulations and of FAR. Must have a good knowledge of the local market place, practices and vendors.
- Skills and Abilities** - Level II typing (40 WPM). Ability to create and manage Excel spreadsheets required. Excellent communication skills and tact for dealing with embassy staff and vendors. Attention to detail critical.

POSITION ELEMENTS

- Supervision Received** - Works under direct supervision of the Procurement Supervisor. All purchase orders must be signed by the Contracting Officer.
- Available Guidelines** - DOSAR, FAM, FAR, Administrative Procedures and Policies.
- Exercise of Judgment** - Makes recommendations as to product selection, taking into consideration price, quality, and value. Must be able to decide on probable vendors when searching for product pricing information.
- Authority to Make Commitments** – N/A
- Nature, Level and Purpose of Contacts** - Maintains contacts with local vendors. Must maintain up-to-date market data relative to suppliers and prices. May contact all level of local employees, in conjunction with their local procurement needs, incumbent may have

similar contact with American staff members. Contacts employees and occasionally managers of all local vendors during procurement activities.

- f. **Supervision Exercised** – N/A
- g. **Time Required to Perform Full Range of Duties after Entry into the Position** - Six months.

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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.

TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/employment-opportunities.html>. Interested applicants for this position **should** submit all the following documents with their application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174)
2. A current résumé or curriculum vitae that provides additional information
3. 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.

Optional: Any other documentation (e.g. certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above can be added to your application.

SUBMIT APPLICATION TO

Human Resources Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura

(Please indicate your Name, Telephone number and the Position Title for which you are applying on the envelope and sign in the logbook upon drop-off of your application at the embassy entrance)

or
Email: BujumburaHR@state.gov

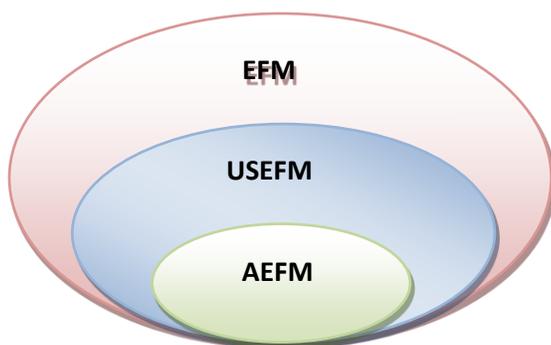
POINT OF CONTACT
Telephone: +257. 22.20.70.24

CLOSING DATE FOR THIS POSITION: Monday, May 11, 2015 at 17:00

The US Mission in Bujumbura 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.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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***
- Is 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).

Approved: MO MTrahan
Cleared: HRO/FMO CMcShane
Drafted: HRA PNdibanje