



**Reference No.:** AID-15-13

**Position/Salary Range:** Procurement Agent; FSN-8  
*Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage*

**Open To:** All DRC citizens

**Location:** USAID/Democratic Republic of Congo  
Kinshasa, DRC

**Opening:** April 21, 2015

**Closing:** May 13, 2015

**Work Hours:** Full-Time; 40 hours/week

**USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.**

**Completion of a high school degree with some college and a good working knowledge of English (Level III) and fluency in French (Level IV) both in oral and written communication is a requirement for this position.**

**Basic Function of Position:**

The incumbent serves as a full-time Procurement Agent in the Executive Office of USAID/Democratic Republic of the Congo (DRC) and performs independently a wide range of pre-and post-award procurement functions to meet Mission acquisition needs. The incumbent is responsible for the implementation and monitoring of offshore and local procurements within the contracting authority of the Executive Officer for the provision of the physical resources, goods and services necessary in direct support of Mission-Program operations. This includes commodity procurement planning, negotiation of contracts, accountability, insurance/delivery, end-use verifications, claims for loss or shortage, contract reporting and close out. Serves as the main point of contact with ICASS Procurement Office on all USAID procurements performed through ICASS.

**Major Duties and Responsibilities:**

**Oversees all procurement actions undertaken in the Executive Office**

**A. Pre-Awards**

Under the supervision of the Executive Officer (EXO) and in coordination with the Office of Financial Management (OFM), compiles and maintains annual Operating expenses (OE) budget.

Reviews commodity/service procurement requests for completeness and preciseness to permit maximum price competition.

Recommends most advantageous procurement methods in terms of reliability, cost and lead time for particular commodities or services; initiates formal/informal advertisements through requests for quotation, invitation for bid or, consults catalogs, source lists or vendor websites to determine best price.

In cases when procurement is to be performed through the ICASS Procurement Office, initiates ILMS/ARIBA procurement requests and serves as single point of contact between Executive Office and ICASS Procurement Office.

Reviews bids and prepares a summary analysis (abstract of quotations), recommends best and final offer, considering price, bidder's capabilities and past-performance. If necessary, conducts prices and other factors' negotiation to the best interest of the US Government.

When procuring conference or training facilities/services, conducts site visits to examine facilities and carry out negotiations.

Establishes and maintains comprehensive paper and electronic contract files of all procurement actions, including the contract files for all USPSC/TCNPSC contracts.

#### B. Awards

Prepares purchase orders, transmits the orders to the Financial Management Office for funding citation, drafts a Memorandum of Negotiation, and submits orders and Neg. Memo to the Executive Officer for signature.

Makes micro-purchases using Mission GSA purchase card (SmartPay) in compliance with all applicable Federal and USAID agency prohibitions, controls, limitations, and approval requirements.

Makes petty cash purchase for micro-purchases within emergency situations arising in the Mission.

Modifies purchase orders using procedures for other than full and open competition to reflect accurate description of items/scope of work, delivery date/performance period method of shipment, price increase or decrease etc.

Directs final orders to both suppliers & USDA then, requests prompt acknowledgement of receipt which will constitute the official binding agreement between AID and Suppliers/Contractors and follows-up until confirmation of receipt.

In case of locally procured conference or training services, performs on-the-spot assessments of services to ensure they conform to the contract requirements, and resolves problems during the events.

#### C. Post-Awards

Monitors the procurement process through an automated tracking system in order to allow for complete and accurate viewing of the flow of procurement information from the acquisition stage to close-out. This includes resolutions of outstanding issues noted in the acquisition and closeout processes.

Assists the FM Office in each quarterly review of Operating Expense and ICASS Working Capital unliquidated obligations by reviewing, advising or providing comments regarding the final closeouts and/or the need to carry over the unliquidated obligations.

Provides support to Human Resource Specialist on procurement-related personnel actions

Serves as buyer for GLAAS actions on US and Third Country National Personal Services Contracts (USPSC/TCNPSC);

Drafts negotiation memos for all USPSC/TCNPSC contract actions;

Maintains USPSC/TCNPSC paper and electronic contract files.

#### D. Other duties as assigned.

## **Required Qualifications at the Full Performance Level:**

### **Education:**

Secondary degree with some college.

### **Prior Work Experience:**

At least three years of experience in procurement or contracting for an international or governmental organization.

### **Language Proficiency:**

Good working knowledge and commercial English. Level III in English is required. Level IV is desirable. Fluent French Level IV is required.

### **Knowledge:**

Thorough knowledge of basic procurement regulations.

### **Evaluation Criteria and Weights:**

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

### **How the selection will be made:**

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

**USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.**

**Compensation:**

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**To Apply:**

**ONLY applicants who meet the minimum educational and good working knowledge of English requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.**

**A complete application package consists of the following:**

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-15-13) and the Title of the Position(s) for which you are applying (Procurement Agent).

Submit the complete application package via email, to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)

**Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.**

**Point of Contact:**

Sandra Kiyanga: [skiyanga@usaid.gov](mailto:skiyanga@usaid.gov)

**Only short-listed candidates will be acknowledged.**

**DEFINITION:**

**Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.**

**Closing date for this position: May 13, 2015.**

The U.S. Mission in the Democratic Republic of the Congo provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.