

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY KINSHASA
Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 12-70

Those who previously applied for position number 12-67 need not reapply as your application will be considered.

OPEN TO: All interested Candidates
POSITION: Purchasing Agent, FSN-7; FP-7
OPENING DATE: November 14, 2012
CLOSING DATE: November 28, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):** FSN-7
Not-Ordinarily Resident (NOR):
(Position Grade: FP-7) To be confirmed by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY.

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

The U.S. Embassy in Kinshasa is seeking an individual for the position of Purchasing Agent in the GSO Procurement Section.

BASIC FUNCTION OF POSITION

To function as a Procurement Agent in the GSO Procurement Section. The incumbent is responsible for procuring a variety of commodities and services for various Embassy accounts and associated agencies by contract or purchase order action, or by ordering from agency headquarters, GSA or from companies with which established contracts exist. The agent handles procurement requests through competitive selection of vendors, preparation of ordering documents, continual follow-up and inquiry actions, reconciliation of receiving reports with orders to initiate payments by the Financial Management Office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

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

Education: High school diploma is required.

Experience: Two to three years of experience in purchasing and or general clerical work, of which at least one year should be in the purchasing field, is required.

Language Proficiency: Level III (Good working knowledge) English ability is required (this will be tested).

Knowledge: Must have a good working knowledge of procurement regulations and procedures. Must also have a good knowledge of local market practices and suppliers.

Skills & Abilities: Level II typing (40wpm) ability required (this will be tested). Must have good interpersonal skills, as he/she must deal with vendors and requesting offices. Must be able to write and read effectively in English as communication is essential to procure items appropriately and manage any difficulty that may arise with an order. Computer skills required. Must be skillful in navigating the Internet to find relevant information.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. 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. 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. The candidate must be able to obtain and hold security and medical clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. 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.

The US Mission is an equal opportunity employer.

CLOSING DATE: November 28, 2012

Drafted: - HR: CKUWAKATA
Cleared: - S/GSO: TYATA (e-mail)
Approved: HR: HRMULLER