

# Vacancy Announcement



U.S. Embassy Copenhagen

<b>ANNOUNCEMENT NUMBER: VA 15-05</b>	<b>SUBJECT: Procurement Agent/Office Manager</b>	<b>July 10, 2015</b>
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**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Procurement Agent/Office Manager. FSN-7; FP-7

**OPENING DATE:** July 10, 2015

**CLOSING DATE:** August 14, 2015

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

**SALARY:** Ordinarily Resident (OR) 382,753 p.a. full-time (FSN 7)  
(Applicant **WILL** be appointed at a lower training grade).

**Non-Ordinarily Resident (NOR) \$40,665 p.a. full-time (FP 7)**  
(Salary (grade and step) will be determined by EUR/IO-HR)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. Copies of Work/Residency permits must be included with your application to be considered for the position.**

The American Embassy in Copenhagen is seeking an individual to fill the position of Procurement Agent/Office Manager in Detachment 1, 21<sup>st</sup> Contracting Squadron, Department of Defense.

## **BASIC FUNCTION OF THE POSITION.**

Incumbent is responsible for contract administration of the multi-million dollar Base Maintenance Contract (BMC), as well as, overall office management, under the supervision of

the Detachment 1 (Det 1) Deputy Commander. Incumbent also coordinates and oversees housing maintenance and leasing for all military assigned to Det 1 and all other duties assigned and directed by the Commander

***A copy of the complete position description listing all major duties and responsibilities is attached at the end of the Vacancy Announcement.***

### **QUALIFICATIONS REQUIRED**

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

- 1. Education:** Minimum Baccalaureate degree from an accredited institution in a business related field with minimum 24 Semester hours or equivalent in any of the following: Accounting, Law, Business, Finance, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods or Organization and Management required.
- 2. Prior Work Experience:** Three years clerical office administration work, including one year budgeting experience required.
- 3. Language Proficiency:** Level IV (fluent) both written and spoken English. Level IV (fluent) both written and spoken Danish required. **(Language proficiency will be tested).**
- 4. Job Knowledge:** A thorough knowledge of office administration, practices and procedures. Comprehend business structure of Danish firms, corporations and partnerships required.
- 5. Skills and Abilities:** The ability to draft in a clear, concise and grammatically correct manner is essential, as is the ability to communicate with all levels of staff and to interpret official documents and legislation required. Ability to use Microsoft 'off the shelf' products required.

### **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**

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.

2. 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.
3. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) 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 unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:** Interested candidates for this position must submit a cover letter specific for this position and the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. 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; **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

You may leave out Personally identifiable information (PII) to protect your identity when forwarding your application e.g. your social security number.

**SUBMIT APPLICATION TO**

[CopenhagenHRVacancy@state.gov](mailto:CopenhagenHRVacancy@state.gov)

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please go to our website <http://denmark.usembassy.gov/>

**Your e-mail must state the vacancy announcement number and your name in the subject line.**

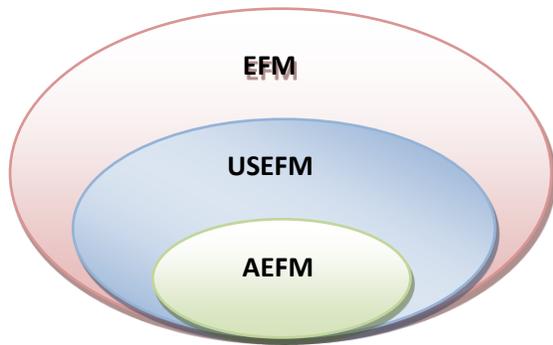
Your application package must be received by the HR Office by the closing date by COB.

## CLOSING DATE FOR THIS POSITION: August 14, 2015

The U.S. Mission in Copenhagen 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.

### Appendix A DEFINITIONS



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

1. **Eligible Family Member (EFM)**: An individual related to a U.S. 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. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. 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 U.S. Citizen.

4. **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 U.S. Social Security Number (SSN).

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

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**Appendix B**

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.

**Failure to do so will result in an incomplete application.**

- 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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes,

*provide explanation)*

- K. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S.  
Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

# Vacancy Announcement



**U.S. Embassy Copenhagen**

<b>ANNOUNCEMENT NUMBER: 15-05</b>	<b>SUBJECT: Procurement Agent/Office Manager  MAJOR DUTIES AND RESPONSIBILITIES</b>	<b>DATE: July 10, 2015</b>
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70% of time  
Contract Administrator: Incumbent is the contract administrator for the \$130 Million annual BMC contract. As such, the incumbent assists the Procuring Contracting Officer (PCO) in overall management of the BMC contract. This includes performing source selections for new award, negotiating and preparing modifications, determining fair and reasonable prices for the Government and monitoring contract process, to alleviate any potential problems in time for corrective measures to be taken. It also includes preparing correspondence for the contractor and other Governmental agencies as appropriate. Prepare all necessary documentation by completing a variety of contractual forms and official documentation for contract performance. When needed, incumbent must meet with the contractor and Governmental officials at Peterson Air Force Base and Thule Air Base to support incentive fee boards and management meetings.

Officer Manager:

20%

Incumbent ensures smooth operation of Detachment 1 by assisting the Commander with all aspects of Detachment business. Serves as the point of contact to the commander on customs and courtesies, local laws and traditions. Incumbent works with various agencies to ensure a smooth transition, to and from Post, of all military personnel. Prepares and distributes a wide range of documentation for coordination/correspondence within the Embassy. Incumbent is responsible for documenting Detachment 1 action items, periodic suspense tasks and for ensuring actions are completed in a timely manner. Coordinates and ensures all details for VIP visitors and is responsible for preparing itineraries and scheduling meetings. Maintains office filing system. Performs translations as required by the Commander. Maintains all travel orders for military and civilian personnel. Represents Detachment at Embassy tracking expenditures, supplies, travel, equipment maintenance, communications and postage. Budget training is required to perform this duty (course length: 1 week)

Military Housing Manager:

10%

Develops and manages a housing budget valued in excess of \$120,000 per fiscal year. Responsible for financial planning, programming, acquiring and tracking funds on an annual basis for all military housing, utilities and maintenance. Works directly with higher headquarters to ensure multiple funding levels support mission requirements. Generates and processes documentation for paying leases, rents, maintenance and utilities. Coordinates with Embassy staff on maintenance and upkeep of houses assigned to Detachment.

Other related duties as assigned by the supervisor and Commander.