

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 14-14	SUBJECT: Purchasing Agent/CLO Assistant	November 17, 2014
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OPEN TO: All Interested Candidates/All Sources

POSITION: Purchasing Agent/CLO Assistant. FSN-6; FP-8

OPENING DATE: November 17, 2014

CLOSING DATE: December 5, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR) DKK 354,871 p.a. full-time (FSN 6)**
(Applicant **WILL** be appointed at a lower training grade i.e. FSN-5
DKK 341,577).

Non-Ordinarily Resident (NOR) \$36,111 p.a. full-time (FP 8)
(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 Purchasing Agent/CLO Assistant, General Services Office, Management Section.

BASIC FUNCTION OF THE POSITION.

The position is a split position between Procurement and Community Liaison (CLO) duties. In procurement the incumbent is responsible for the simplified acquisition of both expendable and non-expendable personal property and services in support of all serviced agencies at post. Also prepares simple contracts for the acquisition of goods and services. Conducts market research, obtains bids and quotes from vendors, and analyses responses in view of cost, quality, and service.

As a CLO assistant the incumbent assists with event planning, bridges the gap between Danish and American cultures, supporting the American community at Post, provides research and support on education, employment, and cultural issues. Editor of Embassy's weekly newsletter.

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:** Completion of secondary school required.
- 2. Prior Work Experience:** Minimum one year in purchasing or procurement related work and customer service required.
- 3. Language Proficiency:** English and Danish level 3 (good working knowledge) sp/rd/wr required. **(Language proficiency will be tested).**
- 4. Job Knowledge:** Basic computer skills including MS Office suite; ability to perform basic market and cost/benefit analyses; local market awareness for off-the-shelf purchases required.
- 5. Skills and Abilities:** Must be able to deal with customers and vendors, provide excellent customer service, be highly organized, and have or be able to obtain a Danish driving license.

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

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.

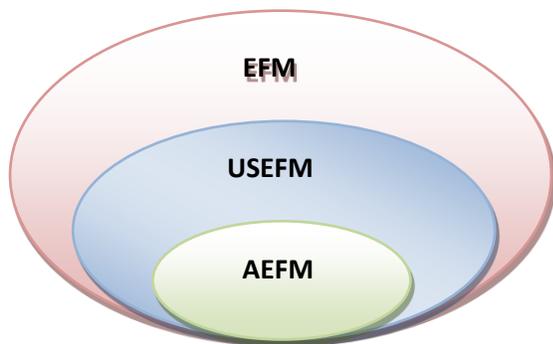
Your application package must be received by the HR Office by the closing date by COB.

CLOSING DATE FOR THIS POSITION: December 5, 2014

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

ANNOUNCEMENT NUMBER: 14-14	SUBJECT: Purchasing Agent/CLO Assistant MAJOR DUTIES AND RESPONSIBILITIES	DATE: November 17, 2014
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Procurement:

1. Reports directly to the Senior Purchasing Agent. Receives and expeditiously processes procurement requests in support of all agencies at Post utilizing the Integrated Logistics Management System. Maintains all procurement files and tracks the procurement process until goods have been received and delivered to the customer. Ensures the procurement processes fall within the Uniform Service Standards. Manages orders through the Purchase Card Program and reconciles the credit card account monthly. Helps coordinate, manage, and update Blanket Purchase Agreements. Conducts market research, obtains bids and quotes from vendors, and analyses responses in view of cost, quality, and service. Performs other clerical market support functions as required to manage the procurement process. Supports VIP visits and other special functions. Other duties as assigned. 40%
2. Under the close supervision of the Senior Purchasing Agent, prepares simple contracts for the acquisition of goods and services. Assists in completing quarterly procurement report

(S/FPDS). Coordinates delivery and installation of purchased items with the ordering office. 20%

CLO Assistant:

3. Provides support to the Community Liaison Office, supporting the two American Family Member CLO's. Assists with event planning, required reports, liaising with schools and other outside contacts. Bridges the gap between Danish and American cultures, with the ultimate goal of supporting the American community at Post. Works with the CLO's to provide research and support on education, employment, and cultural issues that enhance Embassy community programs and events. Additionally, assists in development of programs and events that enhance morale within the Embassy community as a whole. Duties may include (but are not limited to)

- Planning and implementing events aimed at different constituencies in the Embassy community

- Creating promotional materials for events

- Creating reference and resource materials for community members

- Researching cultural events both inside and outside Copenhagen, and sharing this information with the community through a variety of media platforms.

- Other duties as assigned, including general office work

30%

4. Incumbent is the editor of Post's weekly newsletter. Collects articles and other information of interest to the community, and compiles it into the proper format for review by the CLO's. Once approved, publishes the newsletter for the entire Mission's use. 10%