

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 11-19	SUBJECT: Procurement Agent/Contract Specialist	November 15, 2011
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OPEN TO: All interested candidates/All sources

POSITION: Procurement Agent/Contract Specialist

OPENING DATE: November 15, 2011

CLOSING DATE: December 1, 2011

WORK HOURS: Full-time; 40 hours per week

SALARY: **Ordinarily Resident (OR) 443,326 p.a. FSN 8**
(Applicant may be appointed at a lower grade).

Non-Ordinarily Resident (NOR) \$44,737.00 p.a. FP 6
(Salary 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/Contract Specialist in Detachment 1, 21st Contracting Squadron, Department of Defense.

BASIC FUNCTION OF THE POSITION.

Contract specialist for construction, architect-engineering, airlift and sealift services for the United States Air Force in Denmark in support of Thule Air Base (TAB), Greenland.

Duties include reviews of solicitations, sources, and price analysis to ensure adequacy, completeness and adherence to applicable regulations. Drafts solicitations, reviews contractor proposals prepares contracts and modifications, initiates correspondence pertaining to various contracting actions and maintains proper contract files.

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.

Minimum baccalaureate from an accredited institution (any field of study) and 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.

Minimum one year work experience in contracting, procurement or related field.

Level IV (fluent) for reading, writing, and speaking both in Danish and English required.

Knowledge of Danish Business practices and other applicable directives required. In addition, comprehension of Danish statistics incident to job matters, currency exchange rate fluctuations and the business structures of Danish firms, corporations, partnerships is required.

Ability to compose technically complex contractual documents required. Must possess negotiating skills and ability to represent the U.S. Government in a professional manner at high level meetings/conferences.

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

Interested applicants may apply for this position by emailing the application package to:
CopenhagenHRVacancy@state.gov

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://www.state.gov/documents/organization/136408.pdf> .

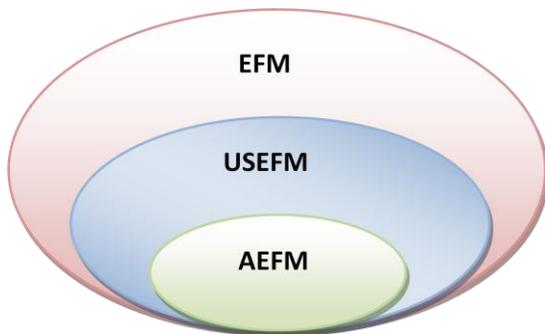
Your e-mail must state the vacancy announcement number and your name in the subject line.

CLOSING DATE FOR THIS POSITION: December 1, 2011

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

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ANNOUNCEMENT NUMBER: 11-19	SUBJECT: Procurement Agent/Contract Specialist MAJOR DUTIES AND RESPONSIBILITIES	DATE: November 15, 2011
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14. Major Duties and Responsibilities

A. Performs duties as a contract specialist in support of TAB, Greenland to include construction, architect-engineering and sealift contracts. Duties include reviews of solicitations, sources, and price analysis to ensure adequacy, completeness and adherence to applicable regulations. Drafts solicitations, reviews contractor proposals prepares contracts and modifications, initiates correspondence pertaining to various contracting actions and maintains proper contract files. Participates in pre and post award contracting conferences in Denmark and Greenland. Works closely with legal counsel and project officers in the development of Justifications and Approvals, solicitations, and contracts to ensure appropriate provisions, technical requirements and specifications are properly utilized. Develops and maintains a computerized historical data base of sources. Examines and evaluates proposals submitted by contractors to determine price reasonableness, market conditions, technical ability and applicable past performance. Develops announcements and solicits for proposals. Files procurement documents, reports and related correspondence. Prepares various pre and post award contract documents.

B. Carry out all administrative duties associated with airlift contract. Tasks include reviewing all invoices and manifests, booking/ticketing of US Government Employees and third party contractors flying on US Air Force chartered aircraft utilizing electronic booking system, invoicing third party contractors, tracking payments in coordination with Embassy Financial Management Office and USAF Finance Office at Peterson AFB. Primary contact with the contractor's Key Account Manager.

C. Initiates site visits of potential bidders to validate their technical managerial and financial capability to fulfill contract requirements. Develops and maintains a real time computerized and historical data base of sources (bidders/prices). Maintains purchase order files, contract files,

vendor files, hold over files. Conducts market research as needed or directed by the contracting officer/commander to expand potential source list and maintain familiarity with market prices and tendencies. Evaluates, negotiates and processes contractor claims, change proposals and termination claims as required. Certifies and translates contractor invoices for payments without monetary limitations. Compiles and maintains historical data and procurement statistics for the annual reports submitted to the Danish Foreign Ministry through the Deputy Assistant Secretary of the Air Force for Acquisition.