



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 16-020

Procurement Agent Position Vacancy

Date:
10/14/16

OPEN TO: All Interested Candidates

POSITION: Procurement Agent, FSN-8

OPENING DATE: October 14, 2016

CLOSING DATE: October 28, 2016

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-8, Salary Range from \$19,140.00 up to \$29,906.00 (Basic Rate + Allowances).

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

The Agency for International Development in San Salvador is seeking one individual for a Procurement Agent position in the Executive Office.

The Procurement Agent position is located in the USAID/Executive Office, Procurement Division. The incumbent performs independently a wide range of pre-and post-award procurement functions to meet acquisition needs for the region. This position is to perform a full range of simplified acquisition support for programmatic procurement of commodities and technical services through Purchase Orders, Blanket Purchase Agreements, Purchase Card Orders, Negotiated Contracts and Petty Cash Purchases. S/he assists in the planning, negotiation, and execution of contracts; directly performing post-award administration, monitoring and reporting on process and the closeout of contracts. Acts as liaison with the ICASS GSO Procurement and Warehouse Divisions to coordinate the purchase, delivery and disposition of goods according to regulations. In contract administration, assists in the interpretation of contractual terms and other contract administration functions. Other administrative duties include terminations, closeouts and de-obligations of unliquidated funds from completed Purchase Orders and Contracts. Advises supervisors and managers on procurement planning and budgeting.

NOTE: A full Position Description will be provided upon request.

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** College/University studies in business administration, finance, law, accounting, marketing, arts is required.
2. **EXPERIENCE:** A minimum of three years of progressively responsible, job-related, professional-level experience in the field of business or public administration, and/or contracting and human resources management is required. At least two years of such experience should have included substantive work in an English-language work situation, in the private sector, or for a USG or other international organization.
3. **LANGUAGE:**
Level IV (fluent) in English oral/written is required.
Level IV (fluent) in Spanish oral/written is required.
4. **KNOWLEDGE:** Work requires a thorough knowledge, or the ability to quickly gain a thorough knowledge, of U.S. Government regulations, policies and procedures relevant to procurement and other administrative procedures (includes FAR, AIDAR, FAM, etc.). A detailed knowledge of local laws, and regulations. Working knowledge of U.S. and local market pricing, customs, practices and negotiation skills. Good knowledge of capability and reliability of U.S. local and suppliers and non-governmental organizations. The incumbent should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting, practices and procedures as they relate to the procurement function.
5. **SKILLS AND ABILITIES:** Must be customer service oriented and demonstrate excellent knowledge in negotiations to obtain best price/value by personal contact, telephone or correspondence. Must maintain excellent interpersonal skills, be able to handle issues diplomatically with firmness and compassion to provide excellent customer service in a manner that maintains smooth and effective working relationship with all personnel. Must demonstrate high level of diplomacy and professionalism, as the incumbent will represent the United States Government in the conduct of his/her duties. The incumbent must demonstrate excellent experience in documents' quality control and written communication skills. Must demonstrate a high level of attention to detail, accurate data compiling and analysis, and make accurate arithmetic and budget calculations related to his/her field. Must have ability in managing time and competing demands, dealing with frequent changes delays or unexpected events, prioritizing and juggling tasks to meet critical deadlines, follow instructions and respond to management directions. Must demonstrate excellent computer skills in specialized software and web-based programs including Microsoft Office suite, Google applications, data analysis tools, and ability to navigate the Internet with ease.

6. **IT IS REQUIRED that candidates complete and SIGN the DS-0174 form and submit it. Applicants that do not use form DS-0174 will be disqualified.**

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. 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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174); http://sansalvador.usembassy.gov/job_opportunities.html
2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

Executive Office
USAID / El Salvador
PER e-mail:

ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

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

1. Ordinarily Resident (OR) – A Foreign National or US 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.

CLOSING DATE FOR THIS POSITION: October 28, 2016

The US Mission in San Salvador 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.

Approved: USAID / EXO