



*Embassy of the United States of America*

Guatemala City, Guatemala

September 18, 2105  
G15-032

**VACANCY ANNOUNCEMENT**  
**15-029**

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**OPEN TO:** All Interested Candidates

**POSITION:** Purchasing Agent  
FSN-8/FP-6\*\*

**OPENING DATE:** September 23, 2015

**CLOSING DATE:** October 7, 2015

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

**SALARY:** \*Not-Ordinarily Resident  
Position Grade: FP-6 be confirmed by Washington\*\*  
\$45,487.00 (Starting Annual Salary)

\*Ordinarily Resident  
Position Grade FSN-8  
Q166,647.00 (Starting Annual Salary)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED AND VALID RESIDENCY AND WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION. PLEASE REFER TO THE DEFINITIONS SECTION AT THE END OF THIS ANNOUNCEMENT.**

The U.S. Embassy in Guatemala is seeking an individual for the position of **Purchasing Agent** at the Procurement Section in the General Services Office (PROC).

**BASIC FUNCTION OF THE POSITION:**

The incumbent reports directly to the Supervisory Purchasing Agent. The incumbent shall act upon assigned agencies and their associated contracts, as designated by the General Services Officer (GSO). The incumbent shall be responsible for the implementation, administration and performance of such contracts and their collateral administrative duties thereof. The incumbent prepares purchase actions and their proper documentation for commodities and services required by the United States Government for the U.S. Mission and/or by USG Agencies subscribed

under ICASS service based on FAR, DOSAR and any governing agency supplemental regulations. The incumbent is responsible for developing special projects assigned that require planning, work prioritization, resolution of project problems, and deadlines. The incumbent assists the Procurement Supervisor on the preparation and administration of contracts following procurement regulations and standards. The incumbent participates in the US Government Purchase Card Program by controlling, using and maintaining a government purchase card with a limit of US Dollars 50,000.00 per month.

Please request a copy of the complete position description which lists other duties, responsibilities and qualifications which will also be considered during the hiring/interview process which is available in the Human Resources Office by sending an email to [GuatemalaRecruitment@state.gov](mailto:GuatemalaRecruitment@state.gov)

### **QUALIFICATIONS REQUIRED:**

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

1. A minimum of two (2) years of University Studies in Business Administration, International Commerce, International Relations, Public Accounting or Economics is required.
2. At least three (3) years of experience in the Procurement and/or Contract Administration fields is required.
3. Level IV (Fluent) speaking/writing English is required. Level IV (Fluent) speaking/writing Spanish is required. Candidates will take proficiency tests.
4. Good Working Knowledge (Level IV) in Computer skills to use MS Program applications such as Excel, Word, and Power Point is required. Candidates will take proficiency test.
5. Incumbent must have a medium level of judgment for making decisions on simplified acquisitions processes that do not commit any USG Funds. Also, must have strong negotiation skills and ability to deal with sensitive customers.
6. Incumbent must be able to work under pressure and to have a flexible work schedule when necessary and 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**

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.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.
6. Incumbent must be able to obtain and hold a **LOCAL** clearance level.
7. Incumbent will need to drive a GOV, therefore possession of a standard and **valid** driver license **is required**.

### **TO APPLY**

Interested candidates for this position must submit the following documents for consideration of the application:

1. Cover letter requesting the position, the Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174);
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., photocopy of DPI, driving license type "A," essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: Carolina Búrbanó  
American Embassy Guatemala  
7a. Calle "A" 7-01 zona 10

### **CLOSING DATE FOR THIS POSITION: OCTOBER 7, 2015**

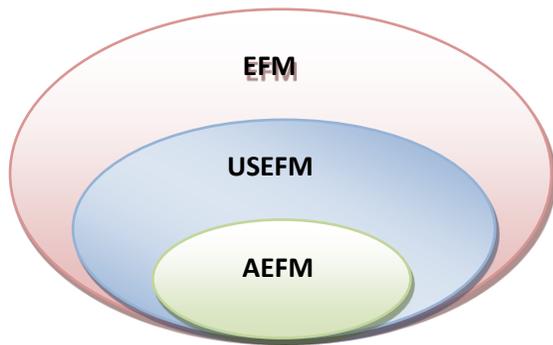
The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

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.

5. **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.

6. **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.

EFM's 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