

**UNITED STATES EMBASSY  
REYKJAVIK**

**Date: October 07, 2011**

**INTERNAL VACANCY ANNOUNCEMENT NUMBER: 07-11**

**OPEN TO:** All Interested Candidates

**POSITION:** Procurement Agent, FSN-8; FP-6\*

**OPENING DATE:** October 8, 2011

**CLOSING DATE:** October 21, 2011

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

**SALARY:** \*Not-Ordinarily Resident: US\$ 38,394 – 50,095. Position Grade FP-6 (confirmed by Washington).  
\*Ordinarily Resident: IKr. 5,023,722 – IKr. 6,530,835 p.a. (Starting salary). Position Grade FSN-8.

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

The U.S. Embassy in Reykjavik is seeking an individual for the position of Procurement Agent in the Management Section.

**BASIC FUNCTION OF POSITION**

The incumbent of this position is responsible for procurement and contracting at the Embassy. Advises/assists the Management Officer in various phases of general services activities

For further information please send an e-mail enquiry to [reykjavikvacancy@state.gov](mailto:reykjavikvacancy@state.gov).

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information addressing each requirement.

- A. Education: Completion of secondary school required.
- B. Prior Work Experience: Three years of office experience managing acquisitions.
- C. Post Entry Training: P.S. word processing course (if employee has no previous word processing experience). Also familiarization with Excel spreadsheets.
- D. Language Proficiency:  
English and Icelandic level IV (fluent) speaking, reading and writing.
- E. Job Knowledge: A good knowledge of legal practices, contract law and housing legislation and current Icelandic legal practices.
- F. Skills and Abilities: A high level of communications skills, both written and oral, and effective negotiating techniques, are necessary. Incumbent should possess' conceptual and analytical ability of a high degree in order to estimate and help plan for future procurement and housing needs.

## **SELECTION PROCESS**

Applicant ability to meet the above required qualifications may be formally evaluated as part of the selection process.

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the qualifications outlined 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. Currently employed US Citizen EFMs who hold a FMA appointment 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.

## **TO APPLY**

Interested applicants for this position must submit the following to ensure full consideration of their application:

1. Application for employment locally employed staff or eligible family members DS-174 ; or
2. A current resume or curriculum vitae that provides the same information as an DS-174 (e-forms); plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Please note that applications and accompanying documentation will not be returned to applicants.

## **SUBMIT APPLICATION TO**

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

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent that is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US

Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

## **TAXES**

U.S. Citizens/Legal Permanent Residents: FICA contributions, U.S. Federal Income Tax and state tax withholdings shall be deducted in accordance with regulations and rulings of the Social Security Administration and the U.S. Internal Revenue Service, respectively. The employee may also be obligated to file state income tax returns and obligated to pay foreign taxes, depending upon residency status and the host government's taxation laws. All tax liabilities arising from this employment are the employee's responsibility whether or not taxes are withheld by the government. Regular deductions for federal, state and FICA taxes will be made through the Financial Service Centers.

### **CLOSING DATE FOR THIS POSITION: October 21, 2011**

The US Mission in Iceland is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.