

Vacancy Announcement

for U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN-11-46

OPEN TO: Third Country Nationals Only

POSITION: Procurement Supervisor; FSN-11

OPENING DATE: June 1, 2011

CLOSING DATE: June 14, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$40,156 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Procurement Supervisor in the General Services Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The incumbent exercise direct supervision of 5 Locally Engaged Staff (LES) in the contracting and procurement section at a large Embassy and prepares correspondence. Responsible for assisting the contracting officer in soliciting proposals, negotiating, award, and modifying contracts on behalf of the U.S. Government. Oversees the procurement process from when a request is submitted from a requirements office to completion for a variety of services and materials. Assigns procurement requests to the appropriate procurement agent at post, ISU Amman, or AQM in Washington. Ensures that State Department and USG-wide procurement regulations are followed. Maintains a U.S. Government worldwide purchase card for procurements up to the Simplified Acquisition Procedure threshold. Reports directly to the A/GSO Contracting Officer.

The Universal Application Form, TCN program benefits and FAQs can be found at:

http://iraq.usembassy.gov/hr_tcns.html

QUALIFICATIONS REQUIRED

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

1. University degree in business administration, finance, marketing, commerce, accounting, international trade or law is required.
2. Minimum of five (5) years of progressively, professional procurement/acquisition experience in procurement activities plus a minimum of one (1) year of managerial experience required.
3. Level IV (Fluent) in English is required.
4. Good working knowledge of procurement regulations and procedures and a good knowledge of local market practices and suppliers, as well as local pricing practices are required.
5. Must possess the ability to work effectively in a team environment. Have the ability to handle multitasking without interruption to the normal flow; evaluate vendor proposals and make a determination on the winner. Memorize and maintain historical data along with excellent organizational skills. Tact and diplomacy are required to establish and develop productive working relations with outside officials, customers and contractors. Must have initiative, good judgment and ability to train and instruct employees in all the facets on procurement activities.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: June 14, 2011

The U.S. Mission in Baghdad 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: SCharles, GSO
Cleared: AMEveritt, ISU/HRO
Drafted: WIFallas, ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- 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. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Procurement Supervisor Capsule Position Description FSN - 11

The incumbent is the direct supervisor of five (5) Locally Engaged Staff Employees (LES) in the GSO Contracting and Procurement section. The incumbent must conduct daily use of ILMS Ariba module for incoming procurement requests, assigns procurement actions to subordinates, advises subordinates on the best method of acquisition and the type of contract to use when necessary. Also required by the employee, is daily coordination with the Financial Management Office for funding of purchase orders and contracts. Lastly, the position holder must ensure post records relating to purchases, procurement documents and correspondence are filed in accordance with the FAR and DOSAR. The incumbent performs contract administration of twenty five percent of formal contracts. Additionally, the employee administers contracts to include execution to modifications and other changes to completion. The incumbent also administers and monitors the use of the credit card in accordance with the Federal Acquisition Regulation (FAR) and Department of State Acquisition Regulation (DOSAR) for all five (5) credit card holders of the section. The incumbent monitors the imprest fund process ensuring that the FAR and DOSAR are strictly adhered to. Lastly, the incumbent prepares Employee Performance Reports (EPR), Work Development Plan (WDP), Performance Improvement Plan and Performance Discussion Summary (PDS) as appropriate for five (5) LES.