

# Vacancy Announcement

## for U.S. Embassy, Baghdad

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**ANNOUNCEMENT NUMBER: TCN-12-02**

**OPEN TO:** Third Country Nationals Only

**POSITION:** Procurement Specialist; FSN-10

**OPENING DATE:** April 1, 2012

**CLOSING DATE:** April 14, 2012

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

**SALARY:** \$36,072 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)

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

### **BASIC FUNCTION OF POSITION**

Incumbent serves as a Procurement Specialist in the General Services Office (GSO) and performs contracting and complex procurement actions required for supporting the Mission's achievements of its goals and objectives in accordance with the Mission Resource Request (MRR). Incumbent reports to the Contracting and Procurement Supervisor.

A copy of the complete Capsule Position Description listing all duties and responsibilities is available at:

1. TCN Sharepoint Website for Department of State **Intranet** Users:  
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>

2. **Internet** Users: [http://iraq.cms.getusinfo.com/hr\\_tcns.html](http://iraq.cms.getusinfo.com/hr_tcns.html)

### **QUALIFICATIONS REQUIRED**

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

1. College or university studies of no less than two years full-time study of Business Administration, Logistics Managements or Contracting/Purchasing.
2. Reflected prior work experience of no less than four (4) years of progressively responsible experience in contracting and procurement work or real property, leasing or dealing with international and local markets.
3. Must have at least two (2) years of supervisory experience within the four years of experience dealing with international and local markets.
4. Must have level III (Good working knowledge) in English, .
5. Thorough knowledge of the Integrated Logistics Management System (ILMS), Ariba and WebPASS; good knowledge of local market business practices, resources and pricing is required; comprehensive knowledge of U.S. Government-wide requirements, agency regulations and contracts management best practices. Must meet requirements for level II typing.
6. Other requirements include capability to utilize supervisory skills in order to manage the Task Force. Must possess analytical and decision making capabilities, leadership, authority, ability to work calmly and tactfully and effectively under pressure with flexibility to manage more than one activity at a time. Strong interpersonal and communication skills to maintain excellent working relationship with customers is also required. Also required are negotiating and computer skills (ILMS Ariba, WebPASS, Microsoft Office applications, etc), as well as a valid driver's license.

## **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 THROUGH THE FOLLOWING LINKS**

1. TCN Sharepoint Website for Department of State **Intranet** Users:  
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: [http://iraq.cms.getusinfo.com/hr\\_tcns.html](http://iraq.cms.getusinfo.com/hr_tcns.html)

### **FOR INQUIRIES PLEASE EMAIL**

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

### **POINT OF CONTACT**

Telephone: (962) (6) 590-6832 / 590-6828  
FAX: (962) (6) 5906869

**CLOSING DATE FOR THIS Vacancy Announcement:** April 14, 2012

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: JHogan/GSO  
Cleared: AMEveritt/HRO  
Drafted: AAliah 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.

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 Specialist Capsule Position Description FSN - 10**

The incumbent serves as a contracting and procurement agent for the GSO; this includes managing all phases of contracting from pre-solicitation to submitting recommendations to the Contracting Officer (CO) for final award. The incumbent will work with negotiations, following USG guidelines. In negotiations, the incumbent must prepare any appropriate documentation for any issues that may arise such as changes to the contract or unacceptable results. The incumbent must also establish and monitor Blanket Purchase Agreements (BPA). The incumbent performs as the representative for the CO and thus ensures compliance with all terms and agreements of contracts, while additionally providing appropriate contracting advice to other Procurements employees. The incumbent is expected to keep records of all contracts, maintaining them both electronically and physically. When needed, the incumbent provides information for the CO for the implementation of the Post's Advance Acquisition Plan (AAP). Also when needed, the incumbent processes signatures for payment of invoices to ensure it is done in a timely manner and the resolution of outstanding invoices. The employee may travel to the Consulates and other USG locations in Iraq; and must visit local markets and vendors in order to develop relationships and possible contracting opportunities. In doing so, the employee must also keep records of market data. Lastly, in the absence of the Contracting and Procurement Supervisor.