

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-125**

**SUBJECT:
Procurement Agent, FSN-07**

DATE: 08-11-11

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Procurement Agent, FSN-07; FP-07*

OPENING DATE: August 11, 2011

CLOSING DATE: **August 25, 2011**

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 22,539 USD p.a. (Starting Basic salary)
(Position Grade: FSN-07)

*Not-Ordinarily Resident (NOR): 39,994 USD p.a. (Starting Basic salary)
(Position Grade: FP-07)

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

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Procurement Agent** in US Consulate in **Erbil**.

BASIC FUNCTION OF THE POSITION

The incumbent prepares purchase orders, contracts, vouchers, miscellaneous procurement documents and paperwork including correspondence, receives and processes procurement requests through the Integrated Logistics Management System (ILMS), conducts market research and makes telephone inquiries to local firms to ascertain the availability and price of items, negotiates best price with vendors and ensures that the vendor can provide requested items which meet the required product specifications and further ensures delivery within reasonable timeframes, maintains post records relating to purchases, files procurement documents and correspondence in accordance with office filing procedures, maintains the Office's Foreign Affairs Manual and other regulations and instructions dealing with procurement and purchasing and compiles information required to submit daily in the Federal Procurement Data System.

QUALIFICATIONS REQUIRED

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

1. College or University studies required.
2. Two years of progressively responsible experience in procurement or logistics is required.
3. Level IV (Fluency) speaking/reading/writing English, Kurdish and Arabic is required.
4. Must have a good working knowledge of local customs and practices, particularly with regard to procurement and contracting practices and knowledge of city, locations of businesses and the most efficient driving routes.
5. Ability to work independently and effectively in a team environment, handle multi-taskings without interruption to the normal flow, evaluates vendor proposals and make determination on the winner, excellent organizational skills, tact and diplomacy to establish and develop productive working relations with outside officials, customers, and contractors are required.
6. Must have valid driver's license to operate in Erbil.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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.

TO APPLY:

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
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 US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on the link below:

<http://www.state.gov/documents/organization/136408.pdf>

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: **VA 11-125 Procurement Agent**

CLOSING DATE FOR THIS POSITION: **AUGUST 25, 2011**

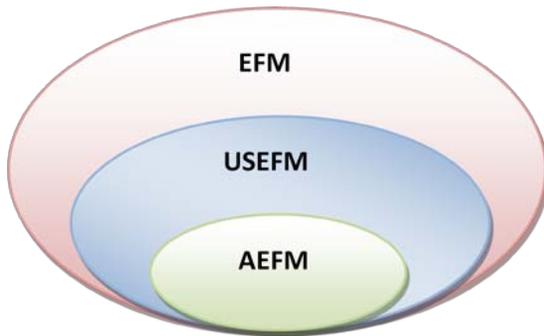
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve 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: S/HRO/WDG
Cleared: Erbil/RR
Drafted: HRA/HS

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US Citizen.

4. **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 US Social Security Number (SSN).

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

5. **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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US 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

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U.S. Embassy, Iraq



Announcement Number: 11-125	SUBJECT: Procurement Agent, FSN-07 Major Duties and Responsibilities	Opening Date:08-11-11 Closing Date: 08-25-11
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Purchase Items locally

50%

Incumbent locates needed items and then utilizes appropriate procurement method for purchasing. Frequently, the buyer must know where the item is manufactured. The buyer must know not only what is required but also what alternative products will be adequate, since frequently the items described by requesting offices are replaced by newer models or technologies. Stays informed of local economy and changes in availability of goods and services as the market changes.

The person working in this position needs to use various purchasing methods – and know when the methods he is authorized to use won't work so he can transfer the procurement to his supervisor. Is responsible for ensuring that all invoices are correctly issued and clearing all cash advances in a timely manner.

10%

Prepares solicitation documents and quotations for contracts and purchase orders. Obtains or prepares specifications, statement of work and cost estimates. Ascertains sources of supply, and requests bids or quotations by telephone, correspondence, and advertisement. Reviews responses and prepares summaries of and analyses, including recommendation as to best offer, considering price, bidder's capabilities, and reputation, and similar factors. Arranges and participates in negotiations with bidders. Travels to local vendors' facilities to inspect goods and pick up goods to bring back to the consulate. Prepares complete procurement files for submission to the contracting officer and the GSO.

30%

Coordinates collection of monthly invoices from food service vendors and translators. Reconciles and then processes the BPA payments for vendors using ILMS. Maintains and monitors the Blanket Purchase Log (BPA), and records every call to the vendor. Maintains a tracking balance sheet to ensure that obligated funds are not exceeded, and to avoid unauthorized commitments. Places BPA calls on behalf of the Contracting Officer when the amount exceeds the Simplified Acquisition threshold of \$3,000.

10%

Acts as back up to the Procurement Supervisor. Entering data into ILMS, tracking purchase orders as the move through the system to keep customers informed of the procurement timeline. Manages the consulate's cellular phone program.