

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 14 – 094

OPEN TO: All Interested Candidates

POSITION: Procurement Agent, FSN-8, FP-06

OPENING DATE: November 06, 2014

CLOSING DATE: November 19, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-06)
*Ordinarily Resident: JD 12,380 p.a. (Position Grade: FSN-8)
(Full performance Starting Salary)

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

The U.S. Embassy in Amman is seeking individual to fill a Procurement Agent position to work at the General Services Office / Procurement Office.

BASIC FUNCTION OF POSITION

This position reports to the Procurement Supervisor in the General Services Office. The incumbent is responsible for procuring approximately \$8 million dollars annually of commodities, goods and services for Embassy Amman and its associated agencies via purchase order, government credit card and petty cash. S/he also manages Blanket Purchase Agreements (BPA's), develops Statements of Work (SOW), maintains vendor relations, makes local cash purchases, is a holder of a Government Purchase Card, and performs administrative and other duties as required.

QUALIFICATIONS REQUIRED

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

1. **Education:** Completion of two years college or university studies in Business Administration, Social Sciences, Logistics, Engineering or any other relevant field is required.

Supporting documents (i.e., Tawjihi certificate) must be included in the application for eligibility purposes.

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3. **Experience:** A minimum of 3 years of progressively responsible experience in large volume, international and local procurement.
4. **Language:** Level 3 in English (*Good Working Knowledge*) and *Level 4 (Fluent)* in Arabic is required. English proficiency will be tested.
5. **Knowledge:** A good working knowledge of international procurement logistics. Must have a good working knowledge of Jordanian local market practices, local business conditions and practices, and of the capability and reliability of Jordanian local suppliers. Thorough knowledge of local Jordanian pricing and the best value for product.
6. **Skills and Abilities:**
 - Ability to negotiate is required (price, contracts, etc.).
 - Good English drafting skills to write effective proposals, statements of work (SOWs), and analysis using appropriate syntax.
 - A strong customer service oriented attitude is required.
 - Must be able to interact effectively with clients, colleagues and vendors.
 - Excellent public relations skills and ability to present a positive and professional image to the customers.
 - A keen aptitude to work independently, with impeccable integrity, strong initiative, and good judgment.
 - Must be able to use Microsoft Office, particularly spreadsheets and database, and Internet.
 - Must have a valid Jordanian driver's license type 3.

A copy of your driver's license must be included with your application.

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HOW TO APPLY:

Applications should be submitted electronically through AmmanEmployment@State.gov. Please note “**V-14 – 094 Procurement Agent**” in the subject line of the e-mail or your application might not be considered.

1. Submit the Application for U.S. Federal Employment [DS-174](#), or a current resume or curriculum vitae that provides the same information as the DS-174.
2. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. **(You must include a copy of your education certificate or your applications will not be considered)** EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
3. A copy of your driver's license if you are applying for a position that includes driving a vehicle.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
5. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location).

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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. Currently employed U.S. Citizen EFM's who hold an 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, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

***DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** An EFM (see #2) 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, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity

2. **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.

3. **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. 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.

4. **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.

EFMs 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).

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR) 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.

CLOSING DATE FOR THIS POSITION: November 19, 2014

An Equal Opportunity Employer

The U.S. Mission in Jordan 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.