

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 07/2014
OPENING DATE: 03/12/2014
CLOSING DATE: 04/01/2014
POSITION TITLE: Purchasing Agent (Leasing Assistant/Utility Bills), FSN-8* (Full Performance Level)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics/Almaty, Kazakhstan

MAJOR DUTIES: Under the general supervision of the Executive Officer, the incumbent is responsible for:

1) USAID/CAR and USG Almaty residential leasing program: a) searches for residential properties for the Consulate General housing pool via variety of sources including newspaper announcements and local real estate agencies; b) arranges for visiting properties with EXO and Housing Board representatives to review for leasing potential; c) coordinates Regional Security Office (RSO) and General Services Office (GSO) surveys of selected properties for making recommendations to Executive Office (EXO) regarding their suitability for housing pool; d) arranges meetings for EXO with landlords for negotiating, renewals and extensions of lease contracts, and prepares lease documents in accordance with US Government regulations and based on results of negotiations; e) serves as a point of contact between EXO and all landlords; f) serves as advisor to EXO and Housing Board on all issues pertaining to the Housing Pool and local real estate market; g) maintains all lease files and Housing Board records; h) prepares vouchers for lease payments in timely manner in accordance with pay schedule; i) arranges for lease payments by Serviced Agencies - requests fiscal data from these agencies and coordinates with Financial Management Office to ensure timely processing of payments.

2) Paying utility bills for USG leased properties in Kazakhstan: a) develops, updates and issues both written and verbal reports for all utility budgets in USAID/CAR; b) serves as back-up to GSO Clerk for the collection, analysis and processing of all utility billings, including official, residential telephones, gas, electric, and water for USG leased properties.

3) Performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, skills and experience (60%): College or university studies in business, accounting or auditing, or other related area. Minimum two years of demonstrated successful experience in billing, accounting, procurement, information management or related skills functions with an international organization. At least one year of which is with a U.S. Government Agency. Previous employment related to procurement activities with USG or a US private company is preferable. A good working knowledge of computer software (MS Word, Excel, Access, spreadsheet programs). A good working knowledge of appropriate host country rules, procedures and practices regarding leasing of property, provision of and payment for utility and telephone services, as well as locations of service providers. Analytical skills and competency in drafting basic reports and memoranda. Excellent time management skills, ability to managing and prioritizing multiple work objectives and priorities, and tracking processes until completed.

- Teamwork/Interpersonal and Communication Skills (30%): Excellent customer service and interpersonal skills; exceptional attention to detail and good verbal and written communication skills, ability and willingness to function in a collaborative and collegial environment; uncompromising integrity; balanced judgment and strong initiative. Ability to work well over the telephone.

- Language skills (10%): Level IV (Fluent) Russian and Level III (Good Working Knowledge) English.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov by COB Tuesday, April 1, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.