



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2012-16**

The U.S. Consulate in Kolkata is seeking an individual for the position of Purchasing Agent in the General services section:

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

OPEN TO: **All Interested Candidates**

POSITION: Purchasing Agent, FSN-0810-07, CLA-521006

OPENING DATE: November 18, 2012

CLOSING DATE: December 3, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** FP-07
Ordinarily Resident: FSN-07*

*Starting salary will be determined on the basis of qualifications, experience and/or salary history.

DEFINITIONS:

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 3FAM 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:**
- 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**
- 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: **and**
- 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).

NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

Receives Procurement Request on ILMS for purchase of goods or services, reviews for descriptions and necessary statement of work, communicates with requestors providing guidance to put in Procurement Requests through ILMS in a correct manner where required, checks availability of funds, and obtains fund cites; prepares work plan for day to day procurement actions in a prioritized manner, ensures that good quality materials are procured by competitive price quotes from identified responsible vendors and delivered on time. . Ensures availing the VAT/service tax exemptions on purchase of goods wherever applicable.

On ILMS, prepares purchase orders and or amendments, Blanket Purchase Agreements and Delivery Order for funding and obligation, drafts contracts for review by Procurement Agent, examines various procurement documents and paperwork including correspondence and filing. Sends copies of obligated Purchase Orders to the Shipping and Property Sections with an estimated time of arrival of ordered goods, indicating particulars of requestor. Corresponds with OBO/IF on a wide variety of requirements and places orders after getting approval from GSO/contracting Officer.

Searches supply catalogs for procurement requests, makes telephone calls and e-mail inquiries with local and off shore vendors to ascertain the availability and price of items. Before placing an order, negotiates best price with vendors and ensures that the vendor can provide purchase items which meet the required product specifications and further ensures delivery within reasonable timeframe. Obtains CO's clearance before finalizing any commercial deal with vendors.

Maintains post records relating to purchases, files procurement documents and correspondence in accordance with office filing procedures. Prepares appropriate folders for Purchase Orders / BPAs / Delivery Orders and produces them to Procurement Agent for review and places for CO's signature.

Subject to availability/approval of funds, uses Government Purchase Card for procurement of goods and services up to a limit of US\$3000. Maintains file with Credit slips and invoice for

reconciliation when credit memo comes for payment. Corresponds with Citi Bank in case of discrepancies for prompt correction and ensures that payment is done in a timely manner. Drawing cash as an advance from class "B" cashier, makes payments to a wide variety of vendors, suppliers, service providers while buying goods and services in the local market.

Conducts market surveys to keep up to date on current availability of products and pricing. Ensures all these activities are conducted in accordance with the ICASS Performance Standards. Assists various sections hiring new official phone and TV connections, communicates with vendors to ensure that the billings are done without any VAT and Service Tax. Maintains Foreign Affairs Manual, Foreign Affairs Handbook, and Procurement Bulletins for regulatory instructions and updates dealing with procurement and purchasing. Prepares S/FPDS Reports and ensures timely submission. Following EOY staff notice coordinates with Procurement Agent CLA-521003 and FMC for funding arrangements and submits Purchase Orders in a prioritized manner. Corresponds with A/OPE Desk Officer for any clarification and strictly adheres to the acquisition guidelines. Regularly updates procurement status in a shared drive for post-wide reference. Incumbent performs any other duties as instructed by the GSO or designated section head.

QUALIFICATIONS REQUIRED

1. Completion of High/Secondary School (X) is required
2. Three years of experience should be in the purchasing, supply, general office procedures or financial matters.
3. Level III English and Hindi, level IV in Bengali **(When applying for the position, please indicate your level of proficiency in these languages).**
4. Should be conversant with Department of State Federal Acquisition Regulation (FAR), General Services Administration policies and procedure and Regional Support Office (RPSO) procedures. Local market knowledge.
5. Working knowledge of computers in EXCEL, WORD, MSOffice programs, Internet

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) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE: **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:

American Consulate General
Management/HR Office
Attention: Management Officer
38A, Jawahar Lal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm.

Or

E-mail application to: HROKolkata@state.gov

Please insert "VA# 2012-16 (Vacancy Announcement Number) and CLA-521006 (Position number) in the subject of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

Human Resources Office

Telephone: 3984-2400

FAX: 2282-2335

If an applicant is submitting a resume or curriculum vitae, s/he must additionally 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
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government Vehicle Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership & Recognition
- S. Language Skills
- T. Work Experience
- U. References

All applications for the Subject announcement must be received by COB
December 03, 2012.

EQUAL OPPORTUNITY EMPLOYER

The US Mission in Kolkata 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.

Cleared: GSO: Matthew Hetrick
Approved: MO: Daley C. O'Neil