

VACANCY ANNOUNCEMENT

(Announcement Number: 13-11)

The American Embassy in Kathmandu is seeking an individual for the position of Procurement Agent.

OPEN TO: All Interested Candidates

POSITION: Procurement Agent

OPENING DATE: March 8, 2013

CLOSING DATE: March 22, 2013

WORK HOURS: Full-time; 40 hours/week

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

BASIC FUNCTION OF THE POSITION

Under the supervision of the Procurement Supervisor, the incumbent makes local and off-shore purchases essential for the operation and maintenance of the Mission offices and residences. The incumbent searches supply catalogs and explores local and off-shore market for availability of requested items; negotiates best price with vendors ensuring that the items for purchase meet the required standard; and prepares purchase orders, delivery orders, Blanket Purchase Agreement set up as well as calls and credit card purchases for goods and services. Using technical specifications, drafts solicitation documents such as, Invitation for Bids, Request for Proposals and Requests for Quotations. The incumbent also ascertains probable sources of supply, and requests bids or quotations by telephone, correspondence, and advertisement. Negotiates best price with vendors and ensures that the vendor can provide purchase items which meet the required product specifications and further ensure delivery within reasonable timeframes. The incumbent maintains post records relating to purchases, files procurement documents and correspondence in accordance with office filing procedures.

QUALIFICATIONS REQUIRED

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

1. Completion of Secondary School is required.
2. At least two years of procurement experience or clerical experience in a position involving purchasing, supply or procurement of goods and services is required.
3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.

4. Good knowledge of general procurement procedures is required. Good knowledge of local market, suppliers and local pricing practices is required.
5. The ability to use Windows-based computer applications such as MS Word, MS Outlook and Excel is required. The ability to use internet is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitkm2@state.gov (write “Application for Procurement Agent” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Procurement Agent”

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