

# U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

## VACANCY ANNOUNCEMENT NUMBER: 12-162

**OPEN TO:** All Interested Candidates  
**POSITION:** **Procurement and Contracting Supervisor**  
**GRADE:** FSN-8, FP-6\*  
**POSITION NO:** L-52140  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.972,477 p.a. (Starting salary)  
(Position Grade: FSN-8)

**OPENING DATE:** October 02, 2012  
**CLOSING DATE:** October 15, 2012

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

The U.S. Consulate General in Lahore is seeking an individual for the position of Procurement and Contracting Supervisor in the General Services Office.

### **BASIC FUNCTION OF POSITION:**

The incumbent organizes and prioritizes procurement section workflow, including procurement of goods and services for ConGen Lahore. Incumbent oversees day-to-day procurement through simplified procurement procedures including Blanket Purchase Agreements for routine services and supplies. Incumbent reviews procurement work orders and assigns action to the appropriate person. He/she advises staff on proper procurement procedures and inspects procurement actions to ensure compliance with laws and regulations. Incumbent reviews quotations, invoices, and other procurement documents to verify appropriateness of costs and charges. Incumbent prepares and submits quarterly reports, annual reports, the end of year procurement plan, and ensures that these plans have been implemented. Incumbent has administrative authority over the procurement personnel. Performs other duties as assigned by supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

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

1. **EDUCATION:** Completion of twelve years of education is required.
2. **EXPERIENCE:** Minimum five years of progressively responsible procurement experience is required.
3. **LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing English and Urdu are required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have good knowledge of the local government's regulations related to imports and exports. Must have a good knowledge of the procurement environment in Lahore, Pakistan, as well as the regional and international procurement environment.
5. **ABILITIES & SKILLS:** Incumbent must have supervisory and management ability. Proficiency in MS Office Suite and ability to learn web-based systems is required. Must be able to draft complex correspondence, telegrams and contracts with limited assistance from the GSO. Must have good customer services skills. A valid Pakistani driver's license for Motor Car/Jeep is required.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). Vacancy Announcement Number (e.g. 12-162) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: October 15, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.