

# U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 11-193

**OPEN TO:** All Interested Candidates  
**POSITION:** Procurement & Contracting Supervisor  
**GRADE:** FSN-10; FP-05\*  
**POSITION NO:** N-52160  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$56,323 p.a. (Starting salary)  
(Position Grade: FP-05 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.1,971,957 p.a. (Starting salary)

**OPENING DATE:** November 18, 2011  
**CLOSING DATE:** December 1, 2011

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

The U.S. Embassy in Islamabad is seeking an individual for the position of Procurement & Contracting Supervisor in the Procurement and Contracting Unit, General Services Office.

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

The Procurement Supervisor serves as a Locally Engaged (LE) Staff supervisor of the GSO Procurement & Contracting Unit, which is responsible for the procurement of commodities and the contracting of services for the Mission - totaling over USD 20 million annually for Embassy Islamabad alone. Under the supervision of the General Services Officer (GSO)/Contracting Officer, s/he supervises 12 to 14 LE Staff employees in the Unit. Primary duties include continuous management responsibility for the procurement unit, including procurement planning, determining priorities, and making the most efficient use of available resources.

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 university degree (fourteen years of education) in commerce or arts is required.
- 2. EXPERIENCE:** Minimum 10 years of progressively responsible, professional acquisition experience in procurement or related field, of which two years of supervisory experience is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking in English and Urdu is required. Individual must be capable of reading and understanding both USG and Pakistani regulations. Language skill may be tested.
- 4. KNOWLEDGE:** Must have a good knowledge of local market practices and of the capability of local suppliers. Must understand local pricing customs and practices.
- 5. ABILITIES & SKILLS:** Ability to effectively supervise and manage personnel is required. Familiarity with Microsoft Office applications, the internet, and industry-specific software and applications is required. Knowledge of paper and electronic filing systems is required. Must have proficient oral and written communication skills as well as adept negotiation skills.

**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 [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). The Vacancy Announcement Number (e.g. 11-193) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. 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 EFMs (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: December 1, 2011**

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.