

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-117

OPEN TO: In-House Candidates Only **OPENING DATE:** July 30, 2013
POSITION: **Procurement Agent**, FSN-8; FP-06* **CLOSING DATE:** August 12, 2013
POSITION NO: N-52163
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary)
(Position Grade: FP-06 to be confirmed by Washington)
*Ordinarily Resident: Rs.1, 270,208 p.a. (Starting salary)
(Position Grade: FSN-8)

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 Agent in the Procurement and Contracting Unit, General Services Office.

BASIC FUNCTION OF POSITION

Incumbent procures a variety of commodities and services for the Embassy (State) and its associated agencies and solicits bids from off-shore vendors. Incumbent is responsible for the preparation and administration of complex procurement contracts, primarily involving competitive and non-competitive negotiated service contracts with U.S. and local firms. Incumbent is also responsible for the procurement of civil works at the Chancery compound and its residences. Performs other related duties as assigned by the 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 12 years of education is required.
- 2. EXPERIENCE:** Minimum of three years of procurement experience is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking English and Urdu is required. Language skills may be tested.
- 4. KNOWLEDGE:** Incumbent must have a good working knowledge of Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (FAR, DOSAR, Procurement Cookbook, etc) and ICASS-subscriber-agency procurement regulations, instructions and procedures, as well as GSA catalogs, U.S. Federal specifications and standards. Must have a good knowledge of the local market.
- 5. ABILITIES & SKILLS:** Incumbent must be able to prepare standard solicitations, contracts and modifications. Incumbent must be able to handle post-award administrative functions and routine correspondence. Proficiency in MS Office Suite and web sources is required.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 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 been 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. Currently employed U.S. 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.
8. 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.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation 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. The Vacancy Announcement Number (e.g. 13-XX) 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 at this stage; you will be informed 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.

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: August 12, 2013

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.