

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-91

OPEN TO: In-House Candidates Only **OPENING DATE:** May 25, 2012
POSITION: **Procurement Agent** (Deputy Procurement Supervisor) **CLOSING DATE:** June 7, 2012
GRADE: FSN-8; FP-6*
POSITION NO: N-52160
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.904,666 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 (Deputy Procurement Supervisor) in the General Services Office (GSO).

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling U.S. Government contracting functions for Mission Pakistan (Embassy Islamabad and Consulates Lahore, Karachi, and Peshawar). In the absence of the Procurement Supervisor, this position serves as Acting Supervisor. The GSO Contracting Officer gives direction, works closely with the job holder and seeks advice and guidance on all contracting issues.

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:** Five years of progressively responsible experience in procurement work, out of which two years should be with a U.S. Government agency is required.
- 3. LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing of English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** A detailed working knowledge of Department of State, Federal and associated agency procurement regulations, instructions, procedures, U.S. Federal specifications and standards, and contracting procedures and practices is required. Must have good knowledge of local market practices and of the capability of local suppliers. Understanding of local pricing customs, practices, and laws/regulations is required. Knowledge of paper and electronic filing systems is required.
- 5. ABILITIES & SKILLS:** Incumbent must have an ability to effectively function as a team leader and manage personnel and projects. Proficiency in MS Office Suite, the internet, and industry-specific software and applications is required. This may be tested. Must have proficient oral and written communication skills as well as advanced 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 PakJobs@state.gov . Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Vacancy Announcement Number (e.g. 12-91) must be mentioned in the subject line of the email.

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.

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: June 7, 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.