

VACANCY ANNOUNCEMENT # 15/02/16

PROCUREMENT AGENT FSN-8 (OR); FP-6 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: February 27, 2015
Closing Date: March 13, 2015
Work Hours: Full-time – 40 hours per week
Desired Start Date: April 9, 2015

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Procurement Agent in the General Services Office (GSO).

BASIC FUNCTION OF POSITION

The incumbent procures a wide range of simple and complex commodities and services by means of contracts, purchase orders, Blanket Purchase Agreements (BPAs), delivery orders, credit card, ordering from open market, Department of State contracts, General Services Agency (GSA), Department of State Regional Procurement Support Offices (RPSOs), Department of State Office of Acquisition Management (A/LM/AQM) etc. for Embassy and agencies signed under the ICASS agreement. Procurement includes and is not limited to: vehicles; vehicle supplies, parts and tools; vehicles maintenance; building maintenance supplies and equipment; electrical and electronic supplies, parts and equipment; computers, software and hardware; office equipment; office furniture; communication services, supplies and equipment; household/commercial appliances; household furniture; A/C units; cleaning and office supplies; uniforms; transportation services, translation services, hotel reservations etc.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH

SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education: Two years of college/university studies in general coursework such as English composition, math, education, and other general electives is required.

2. Experience: Two years of professional experience in purchasing or marketing in the Peruvian market is required. Qualified candidates will have had previous experience evaluating offers and making purchase recommendations on a variety of factors, including cost and/or technical ability.

3. Language: Level III (Good Working Knowledge) Speaking/Reading English ability. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Must have a highly detailed knowledge and understanding of the internal working and structure of the Department of State and associated agencies, procurement regulations and policies. Must have good knowledge of U.S. and local market practices and suppliers. Must understand U.S. and local customs practices.

5. Skills and Abilities: Must have detailed working knowledge of Microsoft Office Programs. Must have good writing skills to prepare letters, reports, e-mails.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and 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. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

5. 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.
6. Currently employed NORs hired under s 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.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Current employees of the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

Submit applications to:

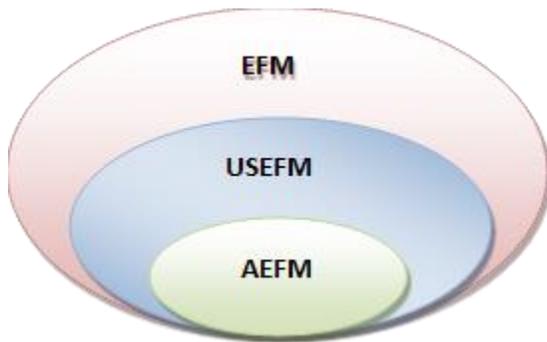
limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.

- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Members:** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member

assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 3232.2](#)

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

5. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR): A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: March 13, 2015

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity

enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Major Duties and Responsibilities of the Position

1. Reviews procurement requests for completeness and presence of necessary technical information, conferring with originator if needed. Determines type of action required and performs market research to locate potential sources or service providers from which the procurement is available. Identifies financial accounts to which purchase is to be charged. 20%
2. In accordance to the Federal Acquisition Regulations (FAR), Department of State Acquisition Regulations (DOSAR) obtains or prepares technical specifications, scope of work and estimates acquisition cost. Requests bids or quotations in writing or by phone, documenting all responses. Reviews, analyzes and evaluates quotes and proposals received, preparing a summary price matrix, including negotiation, analysis, recommendation as to best offer, considering competitive price, bidder's capability, reliability, warranty, past performance and similar factors. After evaluation, prepares contracts, purchase orders, delivery orders and blanket purchase agreements clarifying specifications, payment and delivery terms. Also makes purchases using Government credit card for simplified acquisition, following appropriate procedures and reconciling the credit card at the end of the month. Obtains certification of availability of funds from the Financial Management Office. Obtains approval of contracting method used from the Contracting Officer and places orders to vendors, attaching applicable FAR and DOSAR clauses, terms and conditions and all supporting documentation in ILMS/Ariba software. 40%
3. Manages and administers contracts, purchase orders, delivery orders, blanket purchase agreements and credit card orders making appropriate follow-ups to ensure prompt delivery and receipt of goods or services. Provides information and feedback to requestors on the status of pending orders. Develops and maintains market data and reference material regarding supplies prices and performance as a reference for future procurements. Reviews receiving reports to verify completeness of orders. Updates the ILMS/Ariba software with the status of each order. 30%
4. Provides technical advice and assistance to ILMS/Ariba users at Post. Provides timely reports and documentation related to Procurement matters (i.e. A/OPE, FPDS-NG, ICASS, Year End reports, etc.) and requested information as needed. Carries out special projects

and other duties as assigned by the Contracting Officer and/or Procurement Supervisor. Assists other procurement/purchasing agents with their workload as requested by the Procurement Supervisor. 10%