

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2012-016

OPEN TO: All interested candidates
POSITION: Procurement Agent FSN-7 /FP7
OPENING DATE: March 15, 2012
CLOSING DATE: March 29, 2012
WORK HOURS: Full-time position 40 hours/week

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

The U.S. Embassy in Dakar is seeking an individual for the position of
Procurement Agent

A copy of the complete position description listing all duties and responsibilities are available on the U.S. Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to PersonnelDakar@state.gov.

BASIC FUNCTIONS OF POSITION

The incumbent serves as a full-time Procurement Agent in the U.S. Embassy Dakar and performs independently a wide range of pre-and post-award procurement functions to meet Mission acquisition needs. She/he is responsible for the implementation and monitoring of offshore and local procurements within the contracting authority of the Contracting Officer for the provision of the physical resources, goods and services necessary in direct support of Mission operations, as well as support assistance to other agencies and Missions in the region for procurement of goods and services. Provides logistic support to other Embassies and a variety of agencies at post in accordance with established Mission policy and assurance of compliance with Mission regulations and Senegalese law. This includes commodity procurement planning, accountability, insurance/delivery, end-use verifications, claims for loss or shortage, contract reporting and close out.

MAJOR DUTIES AND RESPONSIBILITIES

OFFSHORE and LOCAL PROCUREMENTS (Goods and Services):

A. Pre-Awards

- 1- Reviews and analyses commodity/service procurement requests generated within the Mission and neighboring missions for completeness and preciseness in terms of specifications, Scope of works taking into consideration time, cost, quality and other factors to permit maximum price competition while assuring the various mission requirements on source and origin through the Simplified Acquisition Procedures, GSA contracts, RPSO and all the approved US government procurement source requirements are met.
- 2- Recommends the most advantageous procurement methods in terms of reliability, cost and lead time for particular commodities, group of commodities or services then, initiates formal/informal advertisements through requests for quotation, invitation for bid or, consults catalogs, source lists or vendor websites to determine best price.

- 3- May visit bidder's establishment to determine capabilities and other factors.

B. Awards

- 4- Prepares order/requisition (e.g., purchase order, BPA, contract, IDIQs, etc) and transmits the orders to the Financial Management Office for funding citation then, and submits the orders to the Contractor Officer for final review and approval.
- 5- Makes micro-purchases using Mission GSA purchase card in compliance with all applicable FAR and DOSAR prohibitions, controls, limitations, and approval requirements, reconciles the purchase card monthly statement of account.
- 6- Makes petty cash purchases for micro-purchases for emergency situations arising in the Mission.
- 7- Modifies purchase orders using procedures for other than full and open competition to reflect accurate description of items/scope of work, delivery date/performance period method of shipment, price increase or decrease etc...
- 8- Directs final orders to suppliers, US Dispatch Agency and pouch. Then, requests prompt acknowledgement of receipt which will constitute the official binding agreement between the US Government and Suppliers/Contractors and follows-up until confirmation of receipt.

C. Post-Awards

- 9- Monitors the procurement process through Integrated Logistics Management System (ILMS) in order to allow for complete and accurate viewing of the flow of procurement information from the acquisition stage to close-out. This includes resolutions of outstanding issues noted in the acquisition and closeout processes.
- 10- Coordinates with GSO/Shipping agents on customs clearances and deliveries to the GSO/Warehouse Keeper until issuance of Receiving and Inspection Reports. Tracks and/or follows-up with suppliers /USDA shipping details such as vessels/flight number, OB/L and AWB number until confirmation of Actual Date of arrival at Dakar.
- 11- Assists the B&F Office periodically to de-obligate unliquidated obligations by reviewing, advising or providing comments regarding the final closeouts and/or the need to carry over the unliquidated obligations.
- 12- Initiates close-out actions based on final deliveries, performance and payments of goods/services ordered.
- 13- Develops and maintains market data relative to suppliers and prices.
- 14- Reports all procurement activities over the micro-purchase threshold (\$3,000) into FPDS NG (Federal Procurement Data System Next Generation) website.
- 15- Maintain procurement reference materials including agency regulations and instructions, GSA catalogue, U.S. Federal Specifications and Standards, and examples of contracts.

D. Assistance

- 16- Provides technical assistance and guidance to customers (on procurement policies, use of procurement software ILMS (Ariba & Transportation Lite), E-services, COAST, ICASS

standards, etc) Provides guidance to local and overseas vendors on the US Government payment terms and conditions.

DESIRED QUALIFICATIONS

- a. **Education**: Completion of secondary school required.
- b. **Prior Work Experience**: Three to Four year of progressively responsible experience in the procurement or related fields.
- c. **Post Entry Training**: Specialized training for Procurement Agent, i.e., commercial item acquisition, simplified acquisition procedures, purchase card self-certification.
- d. **Language Proficiency**: Good working knowledge and commercial English. Level IV in English is required. Fluent French and Wolof Level IV are also required.
- e. **Knowledge**: Good/Comprehensive knowledge of USG procurement regulations, procedures, instructions and forms, GSA Catalogues, FAR and DOSAR Specifications & Standards, contracting procedures and practices and Collaborative Management Initiative (CMI) standards. Shipping instructions and procedures are required.
- f. **Skills and Abilities**: Must have good negotiating skills and ability to inspire confidence. Must be able to tactfully obtain information formally and informally. Proficiency in Word processing and spreadsheet software, "MS Word", "MS Excel" and ability to learn ILMS, eService and WEBPASS systems. Must be able to work in a high pressure environment and provide excellent customer service.

16. POSITION ELEMENTS:

- a. Supervision Received: Reports to the Procurement Supervisor and Contracting Officer (A-GSO).
- b. Available Guidelines: Federal Acquisition Regulation (FAR), DOSAR, Contract Information Bulletin (CIBs); Office of Procurement Executive (A/OPE) Memoranda; and U.S. Department of State Standardized Regulations. Must be familiar with procedures including local shipping regulations, Mission orders and keep abreast of the frequent changes that occur in the above guidelines.
- c. Exercise of Judgment: Must exercise judgment in preliminary selection of potential suppliers in selection of responsive and responsible bidder and in working relationship established with customer US Government agencies, and in follow-up on procurement actions.
- d. Authority to Make Commitments: None
- e. Nature, Level, and Purpose of Contact: The incumbent will have direct contacts with off-shore suppliers, US Freight Forwarders, US Dispatch Agents, RPSO/Frankfurt, GSA, A/LM, ELSO, local suppliers and all agencies subscribing to ICASS procurement services at post.
- f. Supervision Exercised: None
- g. Time Required Performing Full Range of Duties after Entry in the Position: 6 months.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

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 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.
- (4) Currently employed US 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.
- (5) Currently employed Not Ordinarily Resident (NOR) employees 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.
- (6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

CLOSING DATE FOR THIS POSITION: March 29, 2012

The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, 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.

DEFINITIONS:

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

- US Citizen; and,
- EFM (see below) 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 3 FAM 3232.2.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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 the 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, and under 21 years of age, or regardless of age, incapable of self-support.

3. 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. An 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 his/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 US Citizen.

4. 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 General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.