

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 025-2013

OPEN TO: All Interested Candidates

POSITION: Procurement Assistant

OPENING DATE: August 23, 2013

CLOSING DATE: September 5, 2013

WORK HOURS: Full-time; 40 hours/week (Monday-Friday)

GRADE: Not-Ordinarily Resident: FP--07
Ordinarily Resident: FSN Grade 07

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

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy is seeking an individual for the position of Procurement Assistant. The position is located in the General Services Section and reports to the Procurement Agent.

FUNCTIONS OF THE POSITION:

Procurement:

Reviews local procurement requests to ensure completeness, conferring with the originator to clarify requests if necessary. Obtains technical specifications, estimates possible costs, and identifies financial accounts to which purchase is to be charged.

Makes reference to vendors list for probable sources of supply; requests bids or quotations through visits, telephone, correspondence, or advertisement. Reviews and analyses responses from vendors; recommends the best offer, considering price and quality of the supplier's products. Develops and maintains market data on prices and suppliers. Continually checks the market and updates prices and suppliers, contacts vendors or suppliers by telephone or in person

to negotiate prices, resolve problems or misunderstandings, or clarify procurement issues. Follows up on cases until issues are resolved.

Prepares purchase orders, contracts, and supporting paperwork for local purchases. Prepares petty cash requests. When approved, carries out purchasing task, often visiting the supplier's establishment to pick up the items, especially when urgent delivery is required. Items purchased include hardware, office supplies, furniture, building materials, maintenance supplies, tools or any other items that can be purchased off-the-shelf.

Estate:

Responsible for knowing the Freetown Real Estate market and assisting the General Services Officer (GSO) with negotiating strategies for short term residential leases (STL). Maintains contact with landlords and property owners; independently searches for suitable and appropriate residences using 6 FAM and the Post's Housing Policy Handbook as a guide.

Solicits (by telephone or in person) information on available properties from realtors, brokers and owners. Prepares lease waiver requests to Office of Buildings Overseas (OBO) in Washington, once housing receives approval by the Interagency Housing Board (IAHB). Prepares rental payment documentation and forwards to the Financial Management Office (FMO) to ensure landlords are paid on time. Prepares lease payment notifications to FMO each quarter; follow-up until landlord receives payment. Coordinate with FMO and landlords on utilities for new leases and lease terminations. Advises the FMO, in advance, of expected rental increases during the fiscal year.

In coordination with Facilities Maintenance (FM), contacts landlords regarding their responsibilities under the lease terms when issues arise from the occupant or maintenance problems. Confer with the GSO regarding possible matches in terms of rank and family size, as relating to space standards and available housing-units.

CMI Quality Coordinator:

Is Post contact person for the Collaborative Management Initiative (CMI), coordinating with Management Officer, GSO and Post service providers to improve customer service to all ICASS agencies. Assist Post management in monitoring and interpreting eServices performance data, in partnership with the Regional Initiatives Council (RIC) Data Analysis Unit. Provide standardized reports to RIC Data Analysis Unit, assist with analysis and interpretation of data; use data interpretation to identify areas of improvement for service delivery.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school and four-year degree in Procurement, Marketing, or Real Estate OR equivalent experience.

2. **Experience:** Minimum of two years in purchasing. Must include sourcing vendors, collecting multiple quotes, writing contracts, and managing contracts.
3. **English Ability:** Ability to speak, read and write English (level IV) required. Ability to speak Krio (level III) required.
4. **Other Criteria:** Must be able to acquire knowledge of Department of State and associated agency procurement regulations, instructions and procedures on procuring within three months. Must be able to work on a team in an Embassy environment. Must have good knowledge of local market practices and customs on supplies and pricing.
5. **Other Skills:** Must be able to manage the procurement functions effectively. Must be able to effectively use Microsoft Word, Excel, and Outlook. Must be sufficiently comfortable with computers to learn new USG Procurement programs quickly and efficiently. Ability to search, establish, and maintain contacts with Vendors and be able to negotiate to the best interest of the United States Government.

SELECTION PROCESS:

When equally qualified, U. S. Citizen Eligible Family Members (AEFMs) 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. 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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Procurement Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-355
Email: HRFreetown@state.gov

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM's for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 5, 2013

The US Mission in Freetown 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.