

# MANAGEMENT NOTICE

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 24-2012

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Procurement Assistant

OPENING DATE: July 18, 2012

CLOSING DATE: August 1, 2012

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

GRADE: \*Not-Ordinarily Resident: FP--07 (To be confirmed by Washington)

\*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:**

Review 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 here necessary, contacts vendors or suppliers by telephone or in person to negotiate prices, resolve problems or misunderstandings, or clarify procurement issues. Follow up on some cases until issues are resolved.

Prepares purchase orders and supporting paperwork for local purchases. Prepare 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.

## 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 Certificate equivalent to Purchasing or Marketing.
- 2. Experience:** Two to three years of in purchasing and marketing experience.
- 3. English Ability:** Level 3 English ability (good working knowledge) in oral and written English is required. Level 3 Krio language 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 a reasonable period of time. Knowledge of Specifications and other Standards relating to items purchased. 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 able to work on computer programs. Ability to search, establish and maintain contacts with Vendors and be able to negotiate to a conclusion of U.S. Government interest.

## SELECTION PROCESS:

When equally qualified, US 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 EFMs 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](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](mailto: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 EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of 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 EFMs 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: August 1, 2012**

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.