

Job Opportunities

VACANCY ANNOUNCEMENT NUMBER: 49T-15

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

The U.S. Mission in Singapore is seeking eligible and qualified applicants for the position of **Purchasing Agent**.

Position: Purchasing Agent
Work Location: PSA Sembawang Wharves
Opening Date: December 15, 2015
Closing Date: 2400 hours, December 28, 2015 (SINGAPORE LOCAL TIME)
Work Hours: Full-time; 40 hours per week
Grade: GS-6/FSN-6

Basic Function of Position:

This position serves as the Purchasing Agent (Credit Card Buyer) for the Naval Medical Research Center - Asia (NMRC-A) and is located at PSA Sembawang, Singapore. The incumbent provides purchasing services to the Command and its detachment in Cambodia using the government credit card.

Qualifications Required:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- A minimum two years of full-time post secondary study (or the equivalent hours spread across a part-time study period) at college or university or other equivalent post secondary education, and at least 6 months in procurement or as a purchasing agent in a business-related environment following standardized regulations and procedures is required; OR

Successful completion of local secondary school or graduating high school education, and at least 2.5 years in procurement or as a purchasing agent in a business-related environment following standardized regulations and procedures is required.

- Level III (Good Working Knowledge) Speaking/Reading/Writing in English is required.
- Must be able to function independently when dealing with various vendors, laborers and managers.

- Must have excellent organizational and customer service skills.
- Competence in MS Office software program and internet is required.

Here is a complete [position description](#) (PD) listing all of the duties and responsibilities.

Selection Process:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

Additional Selection Criteria:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

How To Apply:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE), [DS-174](#) as a Locally Employed Staff or Family Member; **or**

2. A combination of both; i.e. Sections 1-24 of the UAE (DS-174) with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current résumé or curriculum vitae that must provide the following information found on the UAE (DS-174);
 - 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. Date and Place of Birth
 - g. Current Address, Day, Evening, Cell phone numbers and email address
 - h. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
 - i. U.S. Social Security Number and/or Country Identification Number
 - j. Eligibility to work in the country (Yes or No)
 - k. Special Accommodations the Mission needs to provide
 - l. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
 - 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

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Where To Apply:

Human Resources Office
American Embassy
27 Napier Road
Singapore 258508
Fax: 6476-9193
Email: USEmbSingaporeHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.