



USAID | **SRI LANKA**
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Vacancy Announcement Procurement Agent Position

The United States Agency for International Development (USAID) Mission in Sri Lanka has an immediate vacancy for the Post of Procurement Agent. The Procurement Agent will provide support to the Acquisition Specialist who reports directly to the Executive Officer. The incumbent of this position will assist the Acquisition Specialist who performs the full range of acquisition functions for USAID/Sri Lanka including highly specialized project acquisition and assistance support functions generally limited to actions accomplished by following standard contract/grants methodology. He/she will assist in preparing and executing the Mission annual procurement plan and duties related to operating expense procurements assigned by the Executive Officer and/or the Acquisition Specialist.

The prospective candidate should have at least 3 to 5 years of procurement experience, with excellent working knowledge on office functions. The incumbent should have experience in working in a busy environment. Successful completion of G.C.E. Advance Level is required. Possession of a University Degree in Business Administration, Accounting or relevant field is desirable. Proficiency in spoken and written English is essential and fluency in spoken and written Sinhala/Tamil desirable. Knowledge and expertise in use of word processing software such as Microsoft Office packages 2010 required.

Applications should send their resume along with a cover letter and three references on or before **July 01, 2012**, to: hrcolombo@usaid.gov

Only those applicants considered to be in the most competitive range in terms of experience and qualifications will be notified for further review in the position vacancy selection process. The hiring mechanism is a Personal Services Contract which is renewable yearly on funds availability.

Applications received after the closing date will not be accepted.

