



VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

The U.S. Embassy in Mbabane is seeking an individual for the position of **Procurement Agent** in the General Services Office.

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration

OPENING DATE: January 6, 2012

CLOSING DATE: January 20, 2012

SALARY: Based on the applicant's experience, the grade will be FSN-09 or FSN-08. Non-cash benefits include medical & pension

Basic Function of Position

The incumbent is responsible for purchasing of local and off-shore items required for the operation and maintenance of the U.S. Mission including U.S. Government owned and leased residences. The incumbent provides direct supervision to the Procurement Assistant.

Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.

1. **Education:** A Bachelor's Degree in Accounting or Business Administration with a concentration on acquisitions or acquisitions management, or related field is required.
2. **Experience:** Three (3) years Procurement and Contracting experience and at least two (2) years supervisory experience is required. **Or;** At least two (2) years of Procurement and Contracting experience and at least one (1) year supervisory experience is required.
3. **Language:** Level 4 (fluent) English and Level 3 (good working knowledge) SiSwati is required. (This will be tested).
4. **Knowledge:** Must have knowledge of local market practices, customs, their reliability, prices and capability. Knowledge of or ability to quickly learn United States Government (USG) procurement regulations. Must have excellent knowledge of word processing, spreadsheets, and database management. (This will be tested). Knowledge of internet and ability to use for research and commerce. Organizational expertise needed to determine logical steps and budget time in order to meet deadlines.
5. **Skills and Abilities:** Must possess supervisory and management ability to organize the procurement and contracting functions effectively. Written and oral communication skills in order to communicate with American and local employees. Must have the ability to accurately draft written documents using proper English. Ability to successfully pass annual security clearance updates. Time management skills and ability to work independently. Must have solid mathematical skills.

To Apply: view vacancy announcement at <http://swaziland.usembassy.gov/>

Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7th Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. **Only short listed candidates will be contacted.**