



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

005

Date: February 3, 2012

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: PROCUREMENT SUPERVISOR AT THE GENERAL SERVICES OFFICE

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: PROCUREMENT SUPERVISOR

OPEN TO: All Interested Candidates

GRADE LEVEL: FSN-10, FP-05* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: General Services Office

OPENING DATE: Immediate

DEADLINE: February 19, 2012 at 6 P.M. Kyiv Time

**FP –05 is subject for confirmation with Washington.*

IMPORTANT ELIGIBILITY NOTE:

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The incumbent of this position reviews requests for procurement of goods and services, then assigns action to appropriate subordinates or takes action him/herself. S/he receives, then reviews and revises or concurs on purchase orders, solicitations for bids and price quotations, contract proposals, modifications, supplier's invoices and other procurement documents prior to submission to Contracting Officer.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervision of all GSO Procurement operations:

50%

- Manages procurement activity directly supervising Procurement staff, identifies training needs for the section.
- Reviews requests for procurement of commodities and services.
- Assigns requests for action to appropriate subordinates depending on nature and/or complexity of request.
- Provides guidance on procurement actions, including product availability and suitability, procurement regulations, and appropriate procurement methods.
- Offers on-the-job training to subordinates on procurement methods, State Department and federal acquisition regulations, and vendor selection.
- Unifies procurement procedures at post, ensuring that all customers are well-versed and educated about procurement processes and applicable regulations.
- Advises S/GSO and/or A/GSOs on best practices used on procurement related issues.
- Offers suggestions on improving procurement processes and increasing competition.

Handling of complex procurement issues:

45%

- Receives, reviews, and revises or concurs on purchase orders, solicitations for bids, analyses of bids and price quotations, contract proposals, suppliers' invoices from international and local vendors, and other procurement documents and paperwork prior to submission to Contracting Officer.
- Reviews and drafts technical specifications and scopes of work for complex or newly implemented projects, ensures that necessary approvals are obtained and all supporting documents are in place, such as sole-source justification, etc.
- Conducts extensive contract negotiations.
- Participates in planning major Embassy events, such as annual official celebration of 4th of July, award ceremonies, Embassy anniversaries, etc. Planning includes, but isn't limited to, renting of space, ordering supplies, organizing reception.
- Looks for new sources for products and services abroad and locally and maintains good relationships with previously used vendors, monitors market conditions, including price and availability of goods and services frequently needed by the Embassy. Maintains contacts with local and overseas suppliers as well as US Government representatives to facilitate resolving procurement problems.
- Serves as Government Purchase Card Holder with a monthly spending limit of USD 100,000.00

REQUIRED QUALIFICATIONS:

EDUCATION:

University degree in one of the following areas is required: business administration, public administration, finance, economics, law, technical studies or social sciences.

WORK EXPERIENCE:

Minimum three (3) years in procurement field or similar area working in a big multinational or international company or USG organization; one (1) year of previous supervisory experience is required. In addition experience in customer service, administrative/government work, and purchasing field is required.

LANGUAGE:

Level 4: Fluent (speak/read/write) in English, Ukrainian and Russian is required.

POST ENTRY TRAINING:

PA229 - Simplified Acquisition Procedures (online course)

PA297 - Purchase Card Self-Certification Training (online course)

PA221 - ACQ GSO-Acquisitions (in-class course at the Foreign Service Institute in Washington DC)

KNOWLEDGE:

Job holder should have a detailed understanding of the structure and responsibilities of the job holder's own section and others within the Embassy as well as of other USG organizations involved in procurement processes, such as, RPSO Frankfurt, RPO Vienna, ELSO Antwerp, A/LM, A/OPE, US Dispatch Agencies, etc. Should have a good working knowledge of areas of responsibilities of different offices, both within DOS and other agencies, in order to address various issues to the proper offices. Job holder should have detailed knowledge in order to refer ICASS customers to the proper subsection for the fastest service.

Job Holder should have thorough working knowledge of USG procurement procedures and regulations. Job Holder should have a good understanding and knowledge of Ukrainian and international markets of goods and services as well as Ukrainian/international business practices.

SKILLS AND ABILITIES:

Job Holder should be able to effectively use Microsoft computer programs, including Access, Excel, Word, Internet Explorer, etc, be able to learn how to work with other software products, and have good arithmetic and typing skills.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **February 19, 2012**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a probationary *period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv 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.

CLEARED: CHipp- GSO (by e-mail)