

# Vacancy Announcement

## for

### U.S. Embassy, Baghdad

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**ANNOUNCEMENT NUMBER: TCN-11-54**

**OPEN TO:** Third Country Nationals Only

**POSITION:** Contracting Specialist; FSN-10

**OPENING DATE:** July 25<sup>th</sup>, 2011

**CLOSING DATE:** August 7<sup>th</sup>, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** US\$ 36,072 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in U.S. Dollars.**

**LENGTH OF HIRE:** 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Contracting Specialist in the General Services/Procurement section of U.S. Embassy Baghdad.

#### **BASIC FUNCTION OF THE POSITION**

The incumbent is responsible for administering formal written contracts, negotiates, extends, and terminates contracts to include pre-award and post-award functions.

**The Universal Application Form, TCN program benefits and FAQs can be found at:**

<http://iraq.usembassy.gov/thirdcountryjobsopportunities.html>

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Two years of College or University credit in Business Administration, Finance, Marketing, Commerce, Accounting, International Trade or Law is required.
2. Minimum of five years of progressively working with formal contracts is required.
3. Level IV (Fluent) Speaking/Reading/Writing in English is required.
4. Good working knowledge of formal contracting procedures and regulations is required.
5. Ability to work independently and effectively in a team environment, ability to handle multitasking without interruption to the normal flow and ability to evaluate vendor proposals and makes recommendations to the Contracting Officer on the winner.

## **SELECTION PROCESS**

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

## **TO APPLY**

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN); or
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:**

[TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

**FOR INQUIRIES PLEASE EMAIL:** [TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

## **POINT OF CONTACT**

Telephone: (962) (6) 590-6832 / 590-6828  
FAX: (962) (6) 5906869

**CLOSING DATE FOR THIS Vacancy Announcement: August 7<sup>th</sup>, 2011**

The U.S. Mission in Baghdad 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.

Approved: JHogan: BGD/GSO  
Cleared: AMEveritt: ISU/HRO  
Drafted: WFallas: ISU/HRA

## **Appendix A**

### **DEFINITION**

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

## **Capsule Position Description- Contracting Specialist, FSN -10**

The position is one of the senior Locally Engaged Staff (LES) positions in the General Service Office/Contracting & Procurement Section of the U.S. Embassy Baghdad. The position is responsible for managing and administrating the full range of formal contracts for the U.S. Embassy Baghdad, and other constituent posts in Iraq. The position serves as a key advisor to the Assistant General Services Officer and ensures the pre-award and post-award functions of written contracts are properly administered and are in accordance with the State Department rules and regulations. The contract administration includes acquisition planning, reviewing of statements of work, preparation of pre and post solicitations, award documents, organizing post award conferences and serving as a liaison between the Mission and contractors. The position is also responsible for maintaining the contracting portion of the Embassy's web page.