

## VACANCY ANNOUNCEMENT

**OPEN TO:** All interested candidates  
**POSITION:** **PROCUREMENT AGENT, FSN-6; FP-8**  
**OPENING DATE:** October 17, 2007  
**CLOSING DATE:** October 31, 2007 or until qualified candidate selected  
**WORK HOURS:** Full-time position, 40 hours/week (may be shared between 2 part-timers)  
**SALARY:** Not-Ordinarily Resident (NOR): US\$ 28,662 p.a. (Starting Salary)  
(Position Grade: FP- 08 to be confirmed by Washington)  
Ordinarily Resident (OR): CFA 6,459,657 p.a. (Starting Salary)  
(Position Grade: FSN-6)

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

The U.S. Embassy in Dakar is seeking an individual for the position of Procurement Agent.

### **BASIC FUNCTION OF POSITION**

The employee procures a variety of goods and services for various U.S government agencies at post and other supporting posts. Specializes in local and off-shore procurement of supplies and services, either commercially or using government supply source requisitions (such as GSA, A/LM, RPSO) and/or delivery orders. Also processes contracts for services as directed by the Procurement Supervisor.

He/She reviews requests for completeness, obtains detailed specifications and/or provides technical assistance to requirement offices when developing a Statement Of Work. Determines the type and method of procurement appropriate for meeting customer requirements. Contacts government sources and local off-shore commercial sources via mail, internet, fax, cable, telephone or letter to obtain price quotations or solicit offers.

Issues necessary amendments to clarify questions concerning such topics as specifications changes, language, clarification of contract clauses, receives and examines offers for compliance with solicitation terms, prepares abstract offers and makes recommendations concerning price reasonableness, determines offer acceptability and vendor responsibility.

### **QUALIFICATIONS REQUIRED**

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

- a. Completion of secondary school required, with some formal post-secondary training or education.
- b Two years of procurement experience with the US Government or in private sector is required.
- c Level IV (Fluent) spoken and written English and French required
- d Other criteria:
  - Knowledge of commercial language and local markets practices.
  - Familiarity with office practices and file organization.
  - Knowledge of procurement regulations and procedures and commercially-available work processing and database programs.
- e Skills and Abilities:

- Ability to draft basic correspondence in both English and French
- Able to type at least 30 words per minute.
- Ability to research, negotiate and analyze quantitative and qualitative material.
- Good sense of figures.
- Driving skills.

**SELECTION PROCESS:** When equally qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

**NOTE:** Only short listed candidates will be contacted.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY**

Interested candidates for this position must submit the following or the application will not be considered: a current resume, a letter of motivation addressing the qualification requirements of the position as listed above, and Application for Employment (OF-174, SF-171, OF-612, or a current resume/curriculum vitae the provides the same information as the OF-174 or OF-612).

Please also provide documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

<p><b>SUBMIT APPLICATION TO:</b> Human Resources Office. E-mail Address: <a href="mailto:PersonnelDakar@state.gov">PersonnelDakar@state.gov</a></p>
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**DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFGs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: October 31, 2007** or until qualified candidate selected.

The US Mission in Senegal 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.