

U.S. EMBASSY KUWAIT VACANCY ANNOUNCEMENT NO. 018-05

OPEN TO: ALL INTERESTED CANDIDATES - ALL AGENCIES

POSITION: PROCUREMENT AGENT (SUPERVISOR)
FSN-810-09; FP-05*

OPENING DATE: June 6, 2005

CLOSING DATE: June 19, 2005

WORKING HOURS: FULL TIME: 40 hours per week

SALARY: Not-Ordinarily Resident (NOR): US\$ 38,636 p.a. – US\$ 42,219 p.a.
* Step 1 through Step 4 (Position Grade: FP-05)

Ordinarily Resident (OR): KD 8,645 p.a. (Starting Salary)
(Position Grade: FSN-09)

Note: All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking an individual for the position of a Procurement Agent (Supervisor) in the Procurement Section of the General Services Office.

BASIC FUNCTION OF THE POSITION

The incumbent of this position works under direct supervision from the Supervisory General Services Officer (SGSO) and will be supervising four procurement personnel.

Duties include:

- Administration of daily operations of the office work; analyzing and initiating changes to office policies, procedures and practices, including responsibility for enforcing USG regulations as applicable to purchase order, contract, property disposal procedures.
- Delegates purchase and contract action to Procurement Agents within assigned areas of jurisdiction.
- Develops and maintains a tracking system of delegated procurement activity and assumes responsibility for daily follow-up of delegated requests to ensure prompt action.

- Provides guidance to staff on verbal negotiation of vendor offers for pricing, delivery, and contract terms and takes full responsibility for assuring that highly critical, urgent, or VIP associated requests are filled in a timely and acceptable manner.
- Writes, prepares and supervises the execution of construction and service contract solicitations, including close coordination with requesting offices to assure inclusion of precise contract specifications and terms.
- Evaluates solicitation and purchase order price and source selections to assure selection is in the best interests of the U.S. Government.
- Supervises procurement personnel and provides direction and feedback and ensures assigned procurement projects and tasks are completed accurately and within specified deadlines. Also, evaluates employee work performance and identifies and provides appropriate training where needed.
- Assists the SGSO in the Mission-wide acquisition planning and prioritization, including efficient management of year-end procurement.
- Shares responsibility with SGSO for office representation and liaison services, including special attention to the requirements of priority projects, VIP requirements and large-scale military operation.

QUALIFICATIONS REQUIRED:

1. University degree in business marketing, economics, law or engineering.
2. 5 – 7 years of progressively responsible experience in the management of and hands-on purchasing and contract writing is required. (Relevant years of college degree can replace years of experience).
1 – 2 years of supervisory experience is required.
3. Level IV (Fluent) in **Speaking/Reading/Writing** English with an ability to read and write highly technical contracts.
Level III (good working knowledge) of Arabic.
4. Good knowledge of local market practices, local pricing customs and practices. Extensive knowledge of DoS and associated agency procurement regulations, instructions and procedures, GSA websites and catalogues, U.S. Federal Specifications and Standards is desired.

5. Skilled in the use of computers and computer software.
6. Ability to communicate clearly and concisely, both orally and in writing with all levels of contacts, both within and outside the Embassy. Excellent negotiation skills are essential to orchestrate “win-win” settlements between disparate parties.
7. Ability to organize, prioritize and perform multiple tasks to complete contracting assignments in an orderly and efficient manner.

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.
- EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
- Candidates **must** have a transferable residence permit.

TO APPLY:

Interested applicants for this position should submit the following:

- Optional Application For Federal Employment (OF-612).
- A current resume or curriculum vitae that provides the same information as an OF-612.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait

DEFINITIONS:

1. EFM: A U.S. citizen spouse or a U.S. citizen child as referred to in 6 FAM 111.3 paragraph r(1) who is at least age 18, and who, in either case, is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed abroad at a U.S. Foreign Service post or establishment abroad. The EFM must be resident at the sponsoring employee's or military member's post of assignment abroad, approved safehaven abroad, or alternative safehaven abroad.
2. Family Member: A person that is on the travel orders of a U.S. Government employee or uniform service member of an agency under Chief of Mission authority who is permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad. Family Members, by virtue of being included on the USG employee's or uniform service member's travel orders and permanently assigned to a U.S. FS post or establishment abroad, are deemed Not Ordinarily Resident for purposes of locally recruited USG employment.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs and Family Members of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB JUNE 19, 2005

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