JOB VACANCY ANNOUNCEMENT No. 08-12T

Training/Developmental LEVEL

OPEN TO: **Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), Members of Household (MOH) – All Agencies**

POSITION: ***Procurement Agent*, FSN-810-7; FP-07***
*Not-Ordinary Resident (NOR): US$32,864 p.a. (Starting salary)
(Position Grade: FP-07 to be confirmed by Washington)
Ordinary Resident (OR): 1,558,540 Lek p.a. (Starting salary)

OPENING DATE: 08/27/2008
CLOSING DATE: 09/09/2008

WORK HOURS: Full-time, 40 hrs./week
LENGTH OF HIRE: Two-year FMA appointment or PSA plus

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

The U.S. Embassy in Tirana, Albania is seeking an individual for employment in country for the position of Procurement Agent in the General Services Office.

BASIC FUNCTIONS OF THE POSITION
Under the direct supervision of the General Services Officer (GSO) the Purchasing Section Manager provides a variety of support duties related to Post's operations. Duties principally relate to management of procurement activities, but can also include coordination of events and interdepartmental coordination of large projects (e.g.: Supplies, transportation and lodging for a NATO conference). Within the six months of the appointment, the incumbent will attend the Procurement and WebPASS training 4-5 weeks offered in Washington D.C. Supervises and manages workflow of the three Purchasing Agents, and any Temporary Employees (e.g. Summer Hires). The incumbent of this position is primary point of contact between American staff (including the GSO) and the procurement section; follows up on daily basis the status of on-going procurement requests, and keeps Contracting Officer informed of status of procurement actions; coordinates with the budget and finance section to ensure smooth operations, recommending changes to procedures to enhance cooperation and teamwork between the two sections. Maintains or directs the maintenance of procurement reference material, including State and other agency regulations and instructions, GSA Catalogue, U.S. Federal Specifications and Standards, examples of contracts, and purchase orders which constitute precedents or may be used as references in future procurements.

WebPASS: Responsible for correct entry, processing and follow through of data in WebPASS. This can include sending requests back to requestors for additional information or (rarely) entry of information for requestors. Responsible for extraction of management metrics from WebPASS (e.g.: average time to complete a petty cash transaction, number of transactions completed by purchasing agent/month, etc.)

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Etleva Halili at Ext. 3297

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of Secondary school and two ore more years of business or vocational training is required.
2. **EXPERIENCE:** Two or more years of experience in purchasing and related clerical work, of which at least one year should be in purchasing field.
3. **LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing of English is required.
4. **KNOWLEDGE**: Ability to deal effectively with others to obtain their cooperation;
5. **COMPUTER SKILLS:** Good working knowledge of computer programs such as Word & Excel, and level I (20 wpm) typing is required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs 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.

6. The candidate must possess a top secret security clearance, or must be able to obtain a top secret security clearance. May start work without a security clearance, however.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus

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

3. 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
E-mail: haliliex@state.gov

Telephone: (355) (4) 247-285 Ext. 3297
Fax: (355) (4) 232-222

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 above) 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 <u>not</u> 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.

EFMs 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: 09/09/2008

The US Mission in Tirana 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: MGT/ NBRANNAMAN
CLEARED: GSO/LFICEK
DRAFTED: HR/EHALILI