

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 09HR-013

July 27, 2009

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO: All interested Candidates
POSITION: Procurement Clerk, FSN-6 (FP-08, AEFM only)
OPENING DATE: July 27, 2009
CLOSING DATE: August 09, 2009
WORK HOURS: Full-time: 40 hours/week

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

The U.S. Embassy in Lome is seeking individual for the position of Procurement Clerk in the GSO Section.

To apply, please go to: <http://togo.usembassy.gov/employmt.html>

BASIC FUNCTION OF POSITION

The incumbent serves as Procurement Clerk for US Government agencies in Lome. Areas of expertise and responsibilities in procurement include purchase of technical equipment, computer equipment, copiers, furniture, appliances, furnishings and supplies. Procurement actions may exceed one million dollars per year.

The major duties and responsibilities are pasted at the end of the announcement.

QUALIFICATIONS REQUIRED

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

1. **Education:** Completion of Secondary School is required.
2. **Work experience:** Two years experience in the clerical field is required.
3. **Language:** Level III (good working knowledge) English and Level IV (fluent) French ability are required. *English language will be tested.*
4. **Knowledge:** Must have knowledge of procurement resources, and be familiar with accounting procedures.
5. **Skills:** Must have computer work processing knowledge and be able to draft contracts with the assistance of the Contracting Officer.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.

TO APPLY

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

1. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. **ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.**
2. **ALL APPLICATION MUST BE SENT ELECTRONICALLY TO HROLome@state.gov EMAIL ADDRESS.**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.**
4. **APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. 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 permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 9, 2009

The US Mission in Lome 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.



Philip Wilson
A/Management Officer

Major duties and responsibilities:

- A. Procurement funding
 1. Reviews daily request for procurement received from throughout the embassy. Takes initiative to evaluate needs and determine or confirm source of supply through knowledge of local and overseas markets. Prepares Government cost estimates in accordance with Federal Acquisition Regulations. Contacts vendors to negotiate price specification, quantity and delivery terms to ensure advantageous terms for the Government.
 2. Writes requests for quotation and purchase orders to include requirements of Federal Acquisition Regulations such as description of goods and minimum specifications required, quantities, price, delivery terms, funding source, request references, invoicing instructions and contract clauses. Confers with experts in writing of technical specifications. Obtains GSO and FMO authorizations as appropriate.
 3. Maintains an extensive physical library of supply sources in Togo and overseas. Applies USG regulations to the selection of contractors including GSA contracting procedures. Verifies decisions by checking regulations on most recent version of INFO REGS CD ROM.

B. Procurement Funding

1. Manages the flow of purchase orders and contracts throughout the procurement process for application of fund cite on behalf of all agencies at post, tracking movements by logbook for prompt handling. Liaises with contractors to assure prompt delivery or pick up of goods and services which may include delivery to specified sites or preparation and sending by diplomatic pouch, hand delivery, or parcel post.
2. Processes purchase order payments, including rectification of errors in invoicing, photocopying, and review and preparation of documents for Receiving Officer approval. Responds to vendor payment inquiries. Develops and maintains accounts records to track levels of funding and completion of payment.

C. Contacts, office operations & contracting

1. Maintains organized purchase order and payment files in accordance with regulations and Departmental provided purchase order files. Maintains automated ordering data by agency, manual contractor and source contact cards, as well as ordering and performance histories by source. Tracks and rectifies delayed and lost item deliveries, as required.
2. Visits area vendors as required to maintain favorable relations and coordinate delivery of goods. Receives, sorts, distributes and responds to daily mail.
3. Tracks status of orders and deliveries. Solves ordering problems with vendors, shipping agencies and recipients.
4. Prepares quarterly procurement competition reports for U.S. Congress as dictated by the Office of the Procurement Executive.