# JOB ANNOUNCEMENT NUMBER: 2010-01

**OPEN TO:** All Interested Candidates

**POSITION:** Purchasing Agent, FS-7 or FP-7
**OPENING DATE:** January 29, 2010
**CLOSING DATE:** February 24, 2010
**WORK HOURS:** Full Time, 40 hours per week

**SALARY:** *EFM/MOH/NOR: US$37,351 p.a. (starting salary)
Position Grade: FP-7

*Local - Ordinarily Resident: CHF. 89,679 p.a. (Starting salary)
Position Grade: FSN-7

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

***The incumbent performs a variety of procurement functions for the U.S. Mission and associated agencies by processing purchased orders, petty cash purchases, Blanket Purchase Agreements (BPA), delivery order, and U.S. Government purchase card transactions. Assists the Senior Procurement Agent with technical and clerical aspects of contract solicitations.***

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Receives procurement requests and determines the correct course of action and type of procurement to be prepared;
- Contacts requestors to develop technical specifications, identify suppliers, requests and analyzes quotations; visits suppliers to establish capabilities, discuss pricing, discounts and delivery;
- Prepares purchase documents in the WebPASS procurement system; prepares appropriate purchase documentation;
- Maintains Mission subscriptions to regular publications, ensuring renewals, discounts and ordering;
- Performs ongoing market research and develops and maintains a variety of databases for purchases, supplies, and detailed information relating to supplies, equipment, services.
- Performs internet research to identify non-local sources of items.
- Assists with technical and clerical aspects of contract management including preparation of solicitation letters, advertisements, and meetings of meetings; translates documents from English to French and vice versa.
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***NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.***

1. Education: Completion of secondary school is required.

2. Experience: Two years of experience in procurement, purchasing, contracting, accounts payable or accounts receivable, or related field, such as retail marketing; is required. At least one year of full-time experience in a position involving the application and use of regulatory procedures is required.

3. Language: Level IV (fluent) speaking/reading English required. Level III French (good working knowledge) speaking/reading is essential. Must be able to transcribe English-technical requirements into French, and to translate vendor information from French into English.

4. Job Knowledge : Knowledge of vendors and suppliers in country is essential. The incumbent will acquire knowledge of USG procurement regulations through on-the-job experience, and/or formal training.

5. Abilities. Strong organizational and interpersonal skills are required. Keyboard skills at 35 wpm and the ability to effectively use a calculator, standard Microsoft Office applications and database programs is essential...

## SELECTION PROCESS

When equally qualified, Eligible Family Members and **U.S. Veterans** will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

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

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

3. Applicants must be eligible for employment under host government laws and regulations and **successful completion of security investigation and valid medical certification.**

## TO APPLY

Interested candidates for this position should submit the following:

A. Application for Federal Employment (SF-171 or OF-612); or

B. Application Form for Employment as a Locally Employed Staff Member. CVs or resumés are not acceptable.

C. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

## SUBMIT APPLICATION TO:

Human Resources Office
U.S. Mission, 11, route de Pregny, 1292 Chambesy, Geneva

***Or*** via email to: GenevaHR@state.gov

## POINT OF CONTACT:

Name: L. Furstenberger
Telephone: (022 749 44 27) or IVG 493 4427
FAX: (022 749 4091)
email address: GenevaHR@state.gov

***DEFINITIONS**

1. EFM: US Citizen spouse or US 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 US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children who fall outside the Department's current legal and statutory definition of EFM.

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

4. Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

**CLOSING DATE FOR THIS POSITION: February 19, 2010**
***An Equal Opportunity Employer***

Clearances:
HRO:EFlanagan
GSO:WBarton/DFulwiler
MGT:TProctor
FMO:SRamirez