



Embassy of the United States of America

Guatemala City, Guatemala

November 10, 2010

**VACANCY ANNOUNCEMENT
10-030**

OPEN TO: All Interested Candidates

POSITION: Procurement Supervisor
FSN-10/FP-5 (steps 5 through 14)

OPENING DATE: November 12, 2010

CLOSING DATE: November 26, 2010

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident
Position Grade: FP-5 (steps 5 through 14)
to be confirmed by Washington

*Ordinarily Resident:
Position Grade FSN-10

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Procurement Supervisor** at the General Services office (GSO).

BASIC FUNCTION OF THE POSITION:

The Procurement Supervisor reports directly to the General Services Officer. The Procurement Supervisor directs and provides technical supervision and guidance to the Senior Purchasing Agent and the Procurement Unit. Also, serves as the General Services Office's Senior Project Manager. The Procurement Supervisor is responsible for conserving section's resources and for ensuring that Department reporting requirements are met. As the GSO's Senior Project Manager, the Procurement Supervisor participates, assists, and may provide administrative advice for negotiations, development, implementation, and administration of special projects. Also, performs difficult duties with a minimum of supervision. The Procurement Supervisor is responsible for maintaining contacts with Guatemalan Government Offices and officials of other organizations and business firms. The Procurement Supervisor is responsible for assisting the GSO in coordinating with the Human

Resources Office on all procurement staff personnel matters, including EERs preparations, and submission, step increase documentation, training, and coordinated staff annual leave/vacations planning.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Tel 2326-4319 or 2326-4335.

QUALIFICATIONS REQUIRED:

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

1. University degree in Business Administration, Economics, Marketing, Financial Management or related field is required.
2. Three to five years of progressively responsible experience in two or more phases of administrative management, particularly as related to budget and fiscal operations, procurement operations or property management.
3. Level IV (fluent) speaking/writing English is required. Level IV (fluent) speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish test (IGA). Spanish native speakers will take English test (TELP).
4. Assists the Contracting Officer in screening and reviewing statements of work bids and quotations, drafting contracts, negotiating contracts, pre-proposal conferences, work site visits, reviewing final contracts language, award of contract, reviewing contract's invoices for payment process and rental leases.
5. Incumbent must be computer proficient, especially in Microsoft Office. Candidates will take proficiency tests.
6. Incumbent must possess supervisory and management ability to organize, manage, and supervise the Procurement functions effectively, customer services skills and accounting knowledge.

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 an 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.

5. The candidate must be able to obtain and hold a **local** security clearance.

TO APPLY:

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

1. Application for Federal Employment (DS-174); or
2. A current and detailed curriculum vitae that provides the same information as an DS-174,
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. copy of the identity card/DPI for Guatemalans, essays, certificates, awards, copies of letters or recommendation and degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: Ana S. Paredes Azurdia

American Embassy, Guatemala

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 the following criteria:
 - ❖ U.S. Citizen
 - ❖ Spouse or child 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 U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
 - ❖ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - ❖ Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** 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 permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform 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. NORs have a diplomatic visa and thus, do not need a work permit.

CLOSING DATE FOR THIS POSITION: November 24, 2010

The US Mission in Guatemala 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.