



Embassy of the United States of America

Guatemala City, Guatemala

November 7, 2008

**VACANCY ANNOUNCEMENT
08-038**

OPEN TO: All Interested Candidates

POSITION: Purchasing Agent
FSN-8, FP-6*

OPENING DATE: November 7, 2008

CLOSING DATE: November 21, 2008

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident
Position Grade: FP-6 to be confirmed by Washington

*Ordinarily Resident:
Position Grade FSN-8

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Purchasing Agent** at the General Services Office.

BASIC FUNCTION OF THE POSITION:

Prepares and processes Procurement Actions for commodities and/or services required by the United States Embassy Guatemala and U.S. Mission Agencies subscribed under ICASS in accordance regulations. Responsible for the preparation and process of special projects and/or complex acquisitions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact **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. Not less than two years of University studies in Business Administration, International Commerce, International Relations, Public Accounting or Economics is required.
2. Must have not less than three years of experience in the Procurement and/or contract Administration fields.
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. Good working knowledge in computer software programs is required. Candidates will take proficiency tests.
5. Negotiation skills and ability to deal with sensitive customers is required. Must be customer service oriented.
6. Must possess a valid driver's license.
7. Candidates will be evaluated on general knowledge of procurement field.

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 (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612,
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.

SUBMIT APPLICATION TO:

Human Resources Office
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

