



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE : **FEBRUARY 3, 2014**

FROM : **HUMAN RESOURCE OFFICE, USAID/ETHIOPIA**

SUBJECT : **JOB/VACANCY ANNOUNCEMENT NO. 02/14**

TO : **ALL QUALIFIED APPLICANTS**

TITLE OF POSITION : **ADMINISTRATIVE SPECIALIST/PROCUREMENT**

LOCATION OF WORK : **US EMBASSY, ENTOTO ROAD**

HOURS : **FULL TIME 40 HOURS PER WEEK**

FINAL FILING DATE : **FEBRUARY 17, 2014**

SALARY: FSN-09 (USD 8,149 to USD 14,665 per annum) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: Under the direct supervision of the supervisory executive officer, the Administrative Specialist/Procurement is responsible for providing overall logistics support to the USAID Ethiopia mission. The incumbent is responsible for planning and procurement of services and goods for programs and also provide support for partners as required. The incumbent takes the lead in arranging and organizing USAID funded events. S/he liaises/coordinates with the Department of State procurement office ensuring that procurement placed in ILMS is accurate and ordered in a timely manner. The incumbent uses the Global Acquisition and Assistance System (GLAAS) software to process contracts and orders as required and prepares online reports on for all procurement action.

Incumbent prepares appropriate procurement documents, including purchase orders, contracts, memorandum of negotiations and quotation summaries, obtains confirmation of fund availability from the office of the controller and submits to the executive officer/contracting officer for review and signature.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: Diploma in procurement, supply or management or related field is required.

EXPERIENCE: At least five years of prior experience related to procurement and/or price negotiating management is required.

LANGUAGE: Level IV knowledge in English and Amharic is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The Administrative Specialist/Procurement must be thoroughly conversant with purchase requirements and procedures. The incumbent must have reasonable knowledge of the market prices for a variety of goods and services. Must be reasonably fluent in the use of Excel and PowerPoint.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form {[Universal Application for Employment \(DS-174\)](#) ;} to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND IS ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET ([DS-174](#)). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.