



USAID | INDIA

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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

Advertisement No. : USAID/16-06

Position Title : Procurement Agent

Opening Date : February 12, 2016

Closing Date : March 04, 2016

Number of Positions : One (1)

Office : Executive Office (EXO)

Grade : FSN-7

Location : The position is based at New Delhi.

Working Hours : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

Education:

Completion of Secondary School is required.

Experience:

Minimum 3 years of experience in the relevant field is required.

Duties:

The Procurement Agent works in the General Services division of the Executive Office (EXO) USAID/India and reports to the Administrative Management Specialist.

The Executive Office (EXO) is responsible for administrative management for the Mission, including personnel management and training, travel, communications and records, information resource management, and general services, including property management, procurement, warehousing, transportation, and office and residential maintenance.

The incumbent performs a variety of functions related to procurement for USAID/India Mission.

Broadly, the incumbent's responsibilities include:

- a) Conduct procurement of commodities required by USAID/India from local and offshore sources for a variety of technical and non-technical items required for the administrative and program support of USAID.
- b) Receive, evaluate and check requisitions for Mission procurement to ensure that (1) the items required by the requesting office are justified and funds are available (2) these are economical or can be substituted (3) specifications described by the requesting office are accurate and adequate for obtaining competitive offers from responsible / responsive U.S. and local suppliers and manufacturers.
- c) Survey local market for obtaining competitive prices and availability of required items to make purchase against Purchase Orders and Petty Cash Payments.
- d) Arrange to procure and contract for services required for local travel (car rental), annual maintenance of office and residential equipment manpower/housekeeping services, courier services and off-site mission retreats. Review scope of work and prepare Invitation for Bids (IFBs) / Request for Proposals (RFPs)/Requests for Quotes (RFQs) as necessary. Screens, reviews and evaluate bids, cost proposals, prepare price comparison statements, and make recommendations for the award of contract to the lowest responsive bidder. When required, negotiates terms of the contract with successful bidder. Prepares logistic support services type contracts, technical service type contracts and contracts for the procurement of supplies in conformance with U.S. Government (USG) and local regulations. Obtain necessary clearances and prepares contracts/awards in final.
- e) Prepare memorandum of negotiation, note for files and justifications for the purchases whenever necessary. Investigates and prepare justifications for Source Waiver of foreign manufactured products and for proprietary procurement, single source negotiated contracts, offshore and local purchase orders and initiate action for the obligation of funds by the Controller's office.
- f) Maintain log of all requisitions and purchase orders, report on the status of procurement, as required. Initiate follow-up actions with vendors, U.S Dispatch Agency (USDA), shipping office, to expedite delivery of shipments and keep the concerned offices informed of progress.
- g) Procure commodities; office supplies from General Services/offshore vendors/Regional Procurement Support Offices (RPSOs). Also, make purchases using Government Credit Card. Prepare contracts/Purchase Orders for Annual maintenance contracts of various offices /Residential equipment, and any other item as and when determined, prepares amendments and renewals of Purchase Orders/Contracts when necessary. Prepare contract close-out completion statements upon completion of contracts.
- h) Prepare and route requisitions to the Controller's Office for commitment of funds, prepare purchase orders/contracts, de-commitment and de-obligation of unliquidated. Advise the management, Controller and Technical Divisions, on specifications, sources of commodities and prices of supplies and equipment and the most advantageous manner of making procurement. Alert the supervisors on funding situation and non-compliance of orders by the suppliers.

- i) Coordinate with shipping office for getting import permission/Excise exemption certificates for various items.
- j) Prepare and receive “Receiving and Inspection Reports”. Check them against supplier’s invoices to know whether the shipment is received in full or partial, and bring deficiencies to the attention of the supervisor.
- k) Check and review all invoices for accuracy and to make sure that the payment is being made for the items received or has proof of shipment. Maintain records of deadlines for delivery schedules and makes necessary follow-ups on all pending procurement actions. Review cases of shortages, damages and/or lost shipments and take up the matter with the supplier and/or insurance company for the settlement of claims and/or replacement shipment.
- l) Coordinate with vendors for developing and designing of retirement plaques and framing of award certificates.
- m) Coordinate and assist in the disposition of Mission property by auction and negotiated sales. Prepare auction related documents for submission of auction reports.
- n) Maintain procurement reference material including, General Services Administration Catalogs, browse the Web/vendors web site for products and prices as per Federal Specifications and Standards. Maintains Office files and records.
- o) Prepare correspondence including reports, cables, faxes, and emails on the status of procurement, to communicate with various offshore agencies of the U.S. Government and to respond to queries from vendors, contractors and Mission employees.
- p) Use automated procurement system to process contracting actions. Ensure compliance with Federal Acquisition Regulations (FAR) and AID Acquisition Regulations (AIDAR) and other U.S. Government regulations and best business practices.

Language:

Level III English and Hindi (fluency – speaking/reading/writing) are required.

Knowledge:

Incumbent must have knowledge of procurement and contracting regulations, directives, procedures and an understanding of business and industry practices and trends including knowledge of sources of supply and cost factors and knowledge of terminology of items, equipment and other material and local labor laws.

Skills and Abilities:

The required skills and abilities include:

- a) Excellent inter-personal skills and external and internal customer orientation.
- b) Excellent written and oral communication skills to effectively communicate and maintain rapport with various levels of customers, vendors and contractors.
- c) Ability to analyze bids and skills in selecting responsible vendors/contractors.
- d) Ability to determine what is the best purchase for the U.S. Government.

- e) Ability to select and apply procurement regulations in a wide range of contractual actions.
- f) Excellent computer skills in MS Office applications and ability to quickly adapt various on-line Procurement systems.

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the advertisement number and position title in Column 1 of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of U.S. Government service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.