



# USAID | AFGHANISTAN

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**Vacancy announcement #: USAID/306/15/33/OM**  
**Solicitation is open to: Afghan Nationals Only**  
**Position Title: Procurement Agent**  
**Type of vacancy: Single**  
**Opening date: June 22, 2015**  
**Closing date: July 05, 2015**  
**Work hours: 40 hours (Full time)**  
**Position Grade: FSN-07**

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as a Procurement Agent under a personal services contract, as described in the attached solicitation.

## **BASIC FUNCTION OF THE POSITION:**

The Procurement Agent plays a key role in USAID/Afghanistan's property management program by assisting the USAID/Afghanistan procurement of goods and services from both the local and offshore economy. The incumbent of this position assists in ensuring that competitive procurement procedures are being practiced and provides a responsive arm to USAID/Afghanistan's general maintenance program.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- A. The Procurement Agent works in the Procurement Section in the Office of Management, and assists with local/offshore procurement budget preparation and work plan scheduling. The incumbent shall be a source of information relating to what goods and services can be obtained on the local economy, determine how these compare in terms of cost to goods which USAID/Afghanistan can obtain offshore. The incumbent shall develop good working relationships with local vendors, working to receive favorable prices on behalf of the U.S. Government and responding to their requests for payment status, etc. The incumbent shall keep appropriate documentation records to indicate the source and authorization of local procurement requests, facilitate the submission of vouchers, and track market trends within the economy.
- B. The incumbent will assist USAID/Afghanistan's Procurement Section in receiving authorized procurement requests and obtaining the necessary goods or services as may be requested. If the procurement request requires the preparation of a purchase order or contract, the incumbent shall assist the preparation of the necessary procurement documents in accordance with pertinent regulations for funds validation and approval. Incumbent shall prepare documentation in a format suitable to facilitate voucher preparation. The incumbent shall assist in preparing and maintaining the official procurement and expenditure files for goods and services procured. The incumbent assists and provide coverage for the office staff during their leave periods or when otherwise requested to do so by the Office.

## **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Completion of high school is required.

**Experience:** A minimum of three years of experience related to procurement and marketing activities with governmental, non-governmental or private or public institutions is required.

**Language Proficiency:** Level III (Good working knowledge) of speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashtu is required.

**Job Knowledge:** Incumbent must have good general working knowledge and understanding of procurement and shipping regulations, procedures and market practices. Incumbent must have the ability to develop and maintain contacts and communication with USAID/Afghanistan's staff and outside vendors/suppliers. Must be able to gather and present facts and recommendations in a clear and concise manner, both orally and in writing.

**Skills and Abilities:** Incumbent must have a good knowledge of the local market, practices, suppliers and as well as local pricing practice; a good analytical skills necessary to deal with a great variety of procurement actions. Incumbent must also have intermediate level of competency in using MS Office Suit software: such as MS Word, Excel, Access, Power Point, and Outlook. Ability to work under constant pressure with an ability to prioritize work with a minimum supervision and direction is needed. Incumbent must have the skills and ability in researching regulatory materials and provisions to justify procurement actions as needed.

## **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Procurement Agent (OM1533)**

**ANY/ALL application submissions after the closing date of July 05, 2015 will not be considered.**

## **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)**

### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**