



**Solicitation is open to:** Afghan Nationals Only  
**Position Title:** Supply Clerk (Property-Trades Helper)  
**Type of vacancy:** Single  
**Opening date:** November 24, 2015  
**Closing date:** December 08, 2015  
**Work hours:** 48 hours (Full time)  
**Position Grade:** FSN-03  
**Vacancy announcement** USAID/306/16/16/OM

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 **Supply Clerk (Property-Trades Helper)** under a personal services contract, as described in the attached solicitation.

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

The incumbent performs manual supply duties, in the USAID/Afghanistan on-site and off-site supply areas and Property Office. Performs workspace and office setup and maintenance to include basic carpentry and repairs, and set up of computer equipment and peripherals. The incumbent also performs manual duties for the movement of property to and from the supply area to offices upon request. Performs general services duties on a regular basis in response to the needs and demands of the largest USAID/Afghanistan Mission.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- The incumbent performs general services in support of USAID/Afghanistan Mission personnel requirements such as dismantling and assembly/reassembly of office furniture, hanging pictures, moving cabinets, delivery of supplies, setting up for official functions, delivery of refreshments and food items from local vendors, and minor maintenance activities. Provides vital and critical on demand General Services Office (GSO) support to USAID staff six days a week. Provided services includes assisting Department of State (DoS) General Services Office (GSO) with pack up of personal effects of departed staff, housing support activities such as hanging of blinds, packing and relocating of personnel from CHUs to apartments, and minor housing maintenance and repairs as requested.
- The incumbent performs warehousing tasks, maintains stock of water, expendable supplies and requested items. Manages movement of property and equipment between receiving areas, off-site storage, on-site storage, and office control points. Controls the orderliness of the storage areas and the cleanliness of supplies before issue for personal or official use. Participate in periodic inventories.
- The incumbent sets up work areas such as movement, assembly and customization of furniture, set up of computer equipment and peripherals, as needed.
- Provides labor services for warehouse functions and all United States Government (USG) needs for moving and transferring USG property from location to location, records the

inventory number of each item on the Non-Expendable Item Transaction Sheet, and obtains customer signature for receipt.

- The incumbent unloads incoming supplies, office furniture, and equipment. Opens packing boxes or storage crates and breaks down pallet loads. Moves supplies to proper storage areas, using materials handling equipment. May apply protective coatings to certain supply items as required/necessary.
- The incumbent fills requisitions in accordance with instructions, picking items from storage areas, segregates and assembles them, and moves them to the warehouse/storage containers and checkout point.
- The incumbent assists in checking storage areas to ensure that items of supply are properly stored in the correct locations, and that no safety or fire hazards exist. Keeps storage areas clean. Assists in conducting annual and quarterly inventories, and performs other duties related to property accountability as required.

#### **QUALIFICATIONS/EVALUATION CRITERIA:**

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

**Experience:** A minimum of one year work experience in the position of Warehouseman, or a combination of warehouseman and a laborer is required.

**Language Proficiency:** Level I (Rudimentary) level of speaking/reading of English language and Level III (good working knowledge) of Dari and/or Pashto is required.

**Job Knowledge:** Good knowledge of USG safety and security procedures and practices is required for property movement. Basic knowledge of MS Office Suite of MS Word and MS Excel is required, as inventory records are computerized.

**Skills and Abilities:** The incumbent must be able to perform moderately heavy work and make heavy lifts at times.

#### **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: Supply Clerk (OM1616)**.

**ANY/ALL application submissions after the closing date of December 08, 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.
- Ø Applications submitted as RAR file will not be accepted by the system

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**