



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Procurement Agent  
**Type of vacancy:** Single  
**Opening date:** November 8, 2016  
**Closing date:** November 22, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-07  
**Vacancy announcement #:** USAID/306/17/04/OM

**Female candidates are strongly encouraged to apply**

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 **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 practices and provides a responsive arm to USAID/Afghanistan's general maintenance program.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- 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.
- The incumbent assists 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.

## REQUIRED QUALIFICATION:

- a. **Education:** Completion of high school is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work 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. (Work experience requirements must be met at the time of application for the subject position).
- c. **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. (English language ability will be tested.)
- d. **Job Knowledge:** The 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.
- e. **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 (OM 1704)**.

**ANY/ALL application submissions after the closing date of November 22, 2016 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://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc> <http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with missing required documents i.e Cover page, DS-174 and resume/CV, insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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