



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 14-046

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Procurement & Logistics Coordinator, FSN-8**

(Salary approx. Tk. 68,000 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade
(Lower than the position grade.)**

OPENING DATE: **August 10, 2014**

CLOSING DATE: **August 28, 2014**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Procurement & Logistics Coordinator** in the Executive Office (EXO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The incumbent serves as the Procurement and Logistics Coordinator under the direction of the Procurement Specialist and Executive Officer. S/he is responsible for Mission OE and Program funded administrative procurement in order to facilitate development assistance programs and goals of USAID/Bangladesh. S/he is also responsible for coordinating logistics services for on-site and off-site Mission-sponsored meetings, events, retreats, etc. The incumbent will assist the EXO with office allocation for staff, TDY visitors, and long-term space planning.

MAJOR DUTIES AND RESPONSIBILITIES:

The Incumbent will perform the following tasks:

1. Acquisition/Procurement:

The incumbent drafts solicitation documents such as; request for proposals, requests for quotations, and solicitations for bids. Reviews and analyzes bids and price quotations, proposed contracts, and vendors' bids. Reviews and analyzes proposed contracts, vendors' billing documents, and other documents prior to submitting them to the appropriate Contracting Officer (the EXO) for action. As a key member of EXO, s/he assists the Procurement Specialist and Contracting Officer/Executive Officer in all of the above and serves as an Acquisition and Assistance Negotiator. S/he will enter data as needed in the GLAAS procurement software for review by the Procurement Specialist and Contracting Officer/EXO. S/he is expected to take an active role in supporting the various support teams in meeting their procurement needs and will be aware of changing market conditions including price and availability of needed products and services.

The incumbent must maintain contacts with local and international vendor to facilitate and/or resolve procurement issues. S/he must know, understand, and track a full range of GSA and U.S. Federal Acquisition standards and guidelines as well as the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), USAID's Automated Directives System (ADS), and precedents for contract leases and purchase orders. S/he prepares contracts and simplified acquisition orders for signature, maintains correspondence, and reports on these procurement activities. S/he drafts detailed memoranda of negotiation for the Contracting Officer's approval for each procurement action completed. S/he is responsible for monitoring and administering contractual activities and performs contract closeout actions for each completed contracting action.



S/he checks the bills and invoices submitted by the Contractors to ensure that all terms and conditions are in conformance with payment.

S/he will work with the Procurement Specialist to monitor accruals, prepare the quarterly 1311 review (cost reconciliations and de-obligations), A11 P11 reviews and track the status of shipments in coordination with Shipping and Receiving Offices and track the status of shipments.

S/he will help the Procurement Specialist to maintain all Procurement related files properly. S/he will help the Procurement Agent to prepare vital record and disposal records.

2. Administrative and Logistics Coordination:

The incumbent is responsible for coordinating logistics services for on-site and off-site Mission sponsored meetings, events, retreats, etc. S/he advises and assists the Procurement Specialist in preparing logistic support services to Mission customers. S/he is responsible for arranging conference rooms for any events as specified; set-up for meetings, training programs, retreats, or other events.

The incumbent will assist the EXO with office allocation for staff, TDY visitors, and long-term space planning. Coordinates the move/relocation of offices when necessary; supervises the assembly/disassembly of modular furniture as needed.

S/he will be responsible for or actively assist in compiling the following reports: Annual Motor Vehicle Fleet Report (FAST); Mission Director Residential Inventory and Certification (MD INV); NXP Inventory and Certification (NXP INV); Real Property Inventory (RPI); Final Energy Report (ENERG). This will include the coordination and scheduling of all physical property inventories plus their review and reconciliation with FM and ICASS.

3. Procurement Planning:

Plans and organizes the work with the Procurement Specialist to ensure the timely procurement of needed services or goods and a smooth fiscal year close-out.

Participates in the development of the non-expendable procurement plan by assessing the needs of Mission offices and reviewing the USAID inventory.

Periodically visits vendors to determine the availability/suitability of meeting space, convention space, and lodging to assess vendors' ability to perform.



4. Back up Support:

The incumbent will provide back-up support to the Procurement Specialist. S/he will receive office visitors, screen telephone calls related to procurement and logistics, make appointments, prepare and collect background data or documents when required, and provide routine information to minimize unnecessary interference with supervisor's work. The incumbent will be responsible for typing rough drafts into final format, short notes, notices, contracts, and memoranda from verbal instructions from supervisor. The completed documents should be proofread to ensure documents are free of grammatical and spelling errors, references have been researched and are accurate, and correspondence format is accurate before passing to the supervisor. The incumbent will receive, review and distribute all incoming and outgoing actions to the appropriate officer.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** Possession of a bachelor's degree or the host-country equivalent in a relevant field (e.g., business management, procurement, contracting is required. Formal training in procurement and/or logistics is desirable. *(You must attach a copy of your certificate along with your application form.)*

15 points



- 2. Prior Work Experience:** A minimum of three years of progressively responsible experience is required. Working knowledge of procurement/acquisition and/or logistics is required. Previous experience working with or for the U.S. Government in these areas is desirable.

35 points

- 3. Knowledge:** A basic knowledge of "best practices" in procurement and logistics is required. A good knowledge of US Government procurement regulations, instructions, procedures, and local & international market pricing is desirable.

25 points

- 4. Skills and Abilities:** The applicant must possess proven negotiation skills while being tactful and respectful of others. Strong organization, time management, and interpersonal skills are essential. Must be able to work under minimum supervision. Must be able to work effectively with Microsoft Office software – e.g., Outlook, Word, and Excel.

25 points

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV English skills are required. A high fluency is required in both written and spoken English. Incumbent should be able to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members. English language proficiency will be tested.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.



SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212



DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Women and members of minority groups are encouraged to apply.