



Vacancy Announcement

(Announcement Number: 22-04)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Procurement Agent in the Executive Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Procurement Agent - FSNPSC-09

OPENING DATE: June 1, 2022

CLOSING DATE: June 15, 2022 – 5:00 P.M. Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The Procurement Agent manages the entire procurement process for all USAID/Nepal procurements and performs a full range of operating expenses and program support procurements for commodities and services through various procurement channels available under the Simplified Acquisition Procedures Rules and the Commercial Act. Tools can include but are not limited to: purchase orders, service contracts, blanket purchase agreements, task orders, delivery orders, USG purchase card procurements, and procurements not covered under ICASS, petty cash purchases, and negotiated contracts. The procurement level is limited to the Simplified Acquisition warrant level of the EXO(s), currently set at \$250,000. The Job Holder oversees and performs the design, negotiation, procurement, post-award administration, monitoring and closeout of contracts. The job holder procures both non-expendable and expendable property. The job holder is responsible for working with all sections and compiling the Mission's yearly operating expense and program procurement plan. The job holder serves as one of the resident professionals for the Global Acquisition and Assistance System (GLAAS), directs staff using this system on the proper usage and monitors pending entries to ensure timely procurements.

REQUIRED QUALIFICATIONS:

- a. **Education:** Bachelor's degree in one of the following fields: Business Management, Marketing, Accounting, Supply Management or any other purchasing and procurement related field is required.
- b. **Prior Work Experience:** Four years of progressively responsible experience in a procurement related field is required. Experience in a procurement related field with international or local organizations, host government, private sectors or other relevant sectors is required.
- c. **Post Entry Training:** Specialized training for Procurement, i.e., FAR Course (CON100, CON110, CON111 and CON112), Federal Contract Law, Administration of Cost Reimbursement Contracts, Simplified Acquisition Procedures.

- d. **Language Proficiency:** Demonstrated fluency in both written and spoken English (Level IV) and Nepali (Level IV) is required.
- e. **Job Knowledge:** The job holder must have a comprehensive knowledge of procurement regulations including Simplified Acquisition and the commercial act, procedures, instructions and forms, GSA catalog, U.S. Federal Specifications & Standards, and contracting procedures and practices. A good understanding of shipping instructions and procedures are required. The job holder must possess excellent knowledge of the local market practices together with the capability and reliability of local suppliers. The job holder must understand local pricing customs and practices.
- f. **Skills and Abilities:** The job holder must demonstrate excellent negotiating skills, bargaining, influencing, persuading and the ability to inspire confidence. The job holder must demonstrate excellent interpersonal skills. The job holder must demonstrate a high level of accuracy, attention to details, punctuality, and time management. The job holder must demonstrate excellent analytical skills needed to analyze options, select best practices and perform tasks. The job holder must be able to track budget expenses, conduct market surveys, and demonstrate knowledge about manufacturing methods and procedures. The job holder must maintain good working relationships with various vendors; have excellent customer service standards and be able to operate in a high functioning team. The job holder must demonstrate a high level of professionalism in attitude and conduct as s/he will represent the United States Government when dealing and meeting with vendors and service providers. The job holder must have demonstrated time management skills to ensure work objectives for the section are attained. Demonstrated proficiency in the entire MS Office application suite will be advantageous.

The job holder through orientation and training must be able to promote a work environment that fosters respect for each other, equity, diversity, and inclusion and that does not tolerate harassment, exclusion, and inequality. The job holder must have demonstrated leadership in integrating and achieving equity, diversity, and inclusion in their area of work and in the workplace.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S. Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short-listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.

Position Description

USAID Procurement Agent -FSNPSC-09

USAID/Nepal Executive Office

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MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. PROCUREMENT PLANNING AND MANAGEMENT

(70%)

In coordination with the Supervisory Executive Officer and USAID offices, the job holder develops the Mission's yearly operating expense procurement plan, works with the Executive Office Management team and the Financial Management Office staff to determine funds availability, document justifications, and prioritize requests. The job holder obtains approvals for the procurement plan and manages it in its entirety, ensuring all purchases are made within the designated fiscal year. The job holder performs all operating expense procurement actions for the entire USAID/Nepal mission comprising almost 120 staff members. Establishes priorities and personally performs all appropriate preparations necessary on the basis of the type of procurement requested.

When in the best interest of the USG, the job holder makes micro-purchases using the Mission's purchase card (currently \$3,000) in compliance with applicable Federal and USAID agency prohibitions, controls, limitations, and approval requirements. This may include course registration for USAID/Nepal staff members.

Oversees the in-house automated procurement system Global Acquisition and Assistance System (GLAAS) and processes requests. Ensures requests are processed efficiently and properly to prevent funds control violations. Reviews all procurement requests for compliance with established guidelines such as FAR and ADS prior to initiating actions to promote full and open competition and provide the USG with the best value, while assuring that various USAID requirements on source and origin are met through Simplified Acquisition Procedures, GSA contracts, and USAID/W Procurements etc. Recommends the most advantageous procurement methods in terms of reliability, cost and lead time for particular commodities, group of commodities or services and advises USAID staff on procurement policy and other pertinent considerations affecting procurement requests.

Follows prescribed procedures in the handling of procurements including: contacting vendors for quotes; negotiating quotes, preparing memorandums of negotiation; preparing contract files; and sending copies of purchase orders to vendors and relevant staff. Initiates Purchase Orders, solicitations, and requests for quotation, price quotations, proposed contracts, supplier's bills and other procurement documents as necessary, prior to and after procurement action. Maintains a tracking system of all procurement documents, from purchase requests, to receipt of procured goods or services by the requestor in GLAAS. Screens and reviews bids and quotations, negotiating contracts, and reviews language in contracts and Statements of Work (SOW). Ensures and reviews status reports, and keeps the S/EXO and the Requester aware of expected delivery or appraised of potential delay. Tracks the status of requests to ensure priorities are met. Posts procurement requests for proposals or requests for quotes outside the office premises, or in newspapers and in other outlets for easy access to a wide range of public companies. Organizes and coordinates technical committees for the review of proposals, and to obtain technical reports for procurement actions. Reviews all bids and prepares a summary analysis (abstract of quotations), recommends best and final offers, considering price, bidder's capabilities and past-performance. Initiates Buyer and Requester procurement actions in GLAAS. Prepares and reviews all purchase orders prior to routing to the Financial Management Office for funding and prior to the Supervisory Executive Officer's signature. Directs final purchase orders to suppliers and requests prompt acknowledgement of receipt which will constitute the official binding agreement between AID and Suppliers/Contractors and follows-up until confirmation of receipt. Modifies purchase orders using procedures for other than full and open competition (FAR 6302) to reflect accurate description of items/scope of work, delivery date/performance period, method of shipment, price increase or decrease etc. Ensures timely and accurate close out of all procurement actions.

Coordinates with GSO/State Department on initiation of all needed customs exemption requests for goods to allow smooth and prompt customs clearances process for all incoming shipments. Traces and follows-up with suppliers regarding shipping details until confirmation of Actual Date of Arrival. Coordinates with GSO/Shipping agents on customs clearances and deliveries to the GSO/Warehouse until issuance of Receiving and Inspection Reports. Files insurance claims against the shipping liner for any pilferage, lost or damaged goods during shipment, and takes all necessary actions until satisfaction. Undertakes the sales tax exemption requests for all types of local procurements of goods and services.

Assists the Financial Management Office in their pipeline review of operating expense procurements to finalize unliquidated obligations by reviewing, advising or providing comments regarding the final closeouts and/or the need to carry over the unliquidated obligations. Initiates vouchers for payments upon receipt of deliverables, goods and/or services the job holder. Works closely with FMO to ensure proper and timely close out of all procurement files. In coordination with IT staff and office administrative assistants, the job holder is responsible for the control of serviceability for USAID purchased office equipment such as photocopies, scanners, fax machines, etc. Maintains awareness of market conditions, including price and availability of commonly purchased items. Maintains contact with supplier firms, in order to facilitate resolving procurement problems. Reviews all requests for cash purchase, to ensure cost is fair and reasonable prior to approving any purchase. Ensures compliance with FAR, ADS, AIDAR, and USAID policies and notices, and with other contracting laws, policies, and procedures in the procurement of supplies and services.

B. DATABASE MANAGEMENT

(30%)

The job holder is responsible for proper filing of all procurement documents, correspondence, scanning all procurement documentation into the Agency Secure Image and Storage Tracking System (ASIST) in accordance with the established filing procurement procedures. Ensures that all procurement records are

updated and provides the reports to the Correspondence and Records Management Technician. Maintains lists of local and international vendor contacts, procurement references, source lists, price quotations, and Federal procurement regulations and instructions and GSA catalogs; prepares correspondence and reports on all aspects of procurement operations; reports procurement actions via FPDS, GLAAS, other WEB-based tools, and prepares reports in ASSIST in coordination with Office of the Financial Management (FMO) and Office of Acquisition and Assistance (OAA).

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Bachelor's degree in one of the following fields: Business Management, Marketing, Accounting, Supply Management or any other purchasing and procurement related field is required.
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POSITION ELEMENTS:

- a. **Supervision Received:** The job holder reports directly to the Executive Officer or designee. In the absence of the direct supervisor, the job holder reports to the designated official under that capacity.
- b. **Supervision Exercised:** The direct supervision of other staff is not contemplated.
- c. **Available Guidelines:** Federal Acquisition Regulations (FAR); USAID Directives System; USAID Acquisition Regulations (AIDAR); Contract Information Bulletins (CIBs); Automated Directives System (ADS).
- d. **Exercise of Judgment:** Job holder must be flexible and prepared to exercise good judgment in performance of work tasks, particularly in making recommendations for action to senior USAID officials. Job holder must be able to establish priorities from among a list of competing activities and track progress until completed. The job holder needs to exercise sound judgment when using official United States Government systems, which should be used only for authorized U.S. Government purposes. Unauthorized access or use of USG systems may subject employees to administrative, civil, or criminal actions, as well as fines or other penalties. In accordance with Federal Regulations, the job holder has "a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes."
- e. **Authority to Make Commitments:** The job holder has no authority to make resource commitments which bind the US Government or USAID, such authority is vested with the Contracting Officer, Mission Director and the Warranted Executive Officer. The job holder has considerable authority to negotiate and reach agreement on terms and conditions of any Acquisition and Assistance instrument. This includes selection of appropriate instrument type; acceptance of proposed indirect cost rates and proposed fee; recognition of pre-contract costs; agreement on final cost or price; payment provisions; and frequency of reporting requirements.
- f. **Nature, Level, and Purpose of Contacts:** The job holder maintains contact with mid and senior USAID Nepal and Washington, DC staff, State Department General Services Office, USAID contractors, as well as a various range of local and offshore vendors and service providers.
- g. **Time Expected to Reach Full Performance Level:** One Year.