



# U. S. MISSION

## Vacancy Announcement

Riyadh – Jeddah - Dhahran

16-90	VACANCY ANNOUNCEMENT - RIYADH	6/22/2016
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OPEN TO	ALL INTERESTED CANDIDATES
POSITION	PURCHASING AGENT, FSN-6 POSITION #: 100758
OPENING DATE	WEDNESDAY, JUNE 22, 2016
CLOSING DATE	WEDNESDAY, JUNE 29, 2016 @ 1700 HRS (local Saudi time)
WORKING HOURS	FULL TIME, 40 HOURS/WEEK
SALARY	<p><b>* ORDINARILY RESIDENT (OR):</b> POSITION GRADE FSN-6, SR 76, 220 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</p> <p><b>*NOT ORDINARILY RESIDENT (NOR):</b> POSITION GRADE: FP-8, US\$ 36,837 PER YEAR -- SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM -- FINAL GRADE/ STEP FOR NOR's WILL BE DETERMINED BY WASHINGTON. --U.S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY</p>

**NOTE:**

- ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION.
- THE "OPEN TO" CATEGORY LISTED ABOVE REFERS TO CANDIDATES WHO ARE ELIGIBLE TO APPLY FOR THIS POSITION. THE "OPEN TO" CATEGORY SHOULD NOT BE CONFUSED WITH A "HIRING PREFERENCE" WHICH IS EXPLAINED LATER IN THIS VACANCY ANNOUNCEMENT.
- THE SELECTED CANDIDATE MUST BE ABLE TO PROVIDE RELEASE OF SPONSORSHIP UPON DEMAND AND START WORK WITHIN 45 DAYS OF RECEIPT OF AGENCY AUTHORIZATION AND/OR CLEARANCES/CERTIFICATIONS, OR THEIR CANDIDACY MAY NOT BE CONSIDERED.

The U.S. Mission in Riyadh, Saudi Arabia is seeking eligible and qualified applicants for the position of Procurement Agent in the General Services Office.

### **BASIC FUNCTION OF POSITION**

Responsible for the procurement process for a variety of commodities and services for the American Embassy including other agencies and NEA/AF Posts. Reviews the request and works with customers, if more information is needed. Researches products and vendors and confers with requestors to best complete the request. Determines the procurement method by contracts, purchase order action, Blanket Purchase Agreement (BPA), ordering from agency headquarters, GSA, RPSO, FSS or from companies with established contracts. Has a special focus on Simplified Acquisitions.

### **QUALIFICATIONS REQUIRED**

*Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.*

1. **EDUCATION:** Completion of secondary school is required.
2. **EXPERIENCE:** Three to five years' experience in office and clerical work is required. Two to three years' experience in procurement work is required.
3. **LANGUAGE REQUIREMENTS:** English Level IV (Fluent- speaking/reading/writing) and Arabic Level II (Limited Working Knowledge- speaking/reading/writing) required. (This will be tested).
4. **SKILLS & ABILITIES:** Ability to type specific forms and letters. Ability to utilize Computers, the Microsoft Suite and the Internet. Ability to develop spreadsheets to monitor purchasing requirements.
5. **JOB KNOWLEDGE:** A good working knowledge of Department of State and associated agency procurement regulations, instructions and procedures, GSA catalogues, U.S. Federal Specifications and Standards, and contracting procedures and practices. Must understand local pricing customs and practices.

**FOR FURTHER INFORMATION:** The complete position description listing the duties and responsibilities may be obtained by sending an email to the Human Resources Office (email address: [HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)).

### **HIRING PREFERENCE SELECTION PROCESS:**

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in determination that the applicant is not eligible for a hiring preference.

### **HIRING PREFERENCE ORDER**

- 1) AEFM/USEFM who is also a preference-eligible U.S. Veteran\*
- 2) AEFM/USEFM

### 3) FS on Leave without Pay (LWOP)\*\*

**\*IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR Office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\*This level of preference applies to all Foreign Service Employees on LWOP.

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Currently OR employees serving a probationary period are not eligible to apply. Current OR employees with an overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Currently NOR employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the needed security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
6. Current LE employees of the Mission applying for a vacant position must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.

### **HOW TO APPLY**

**Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.**

1. Universal Application for Employment (UAE) (DS-174), which is available on our website
2. A clear copy of valid Saudi / GCC identity card or iqama card / work permit.
3. Any additional documentation that supports or addresses the requirements listed above (e.g. educational certificates or copies of degrees earned, copy of essays, awards and certificate of employment).

### **WHERE TO APPLY:**

**Please use the following subject line and format in your email.** Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

**EMAIL SUBJECT: Riyadh-VA16-90-PURCHASING AGENT**

**SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF  
FORMAT TO EMAIL ADDRESS [HRORIYADH@STATE.GOV](mailto:HRORIYADH@STATE.GOV).**

*(Note: Multiple files will not be considered)*

**NOTE: DUE TO THE HIGH VOLUME OF APPLICATIONS RECEIVED, WE WILL ONLY CONTACT APPLICANTS WHO ARE BEING CONSIDERED. THANK YOU FOR YOUR UNDERSTANDING.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, 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. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**APPENDIX (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or s-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or s-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e. a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute of Taiwan; **and**
- Is under the Chief of Mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and is under Chief of Mission authority; **or**
- Resides at an involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under Chief of Mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the Foreign Service or Civil Service.

**Member of Household (MOH):** An individual accompanies or joins a sponsoring employee, i.e. sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- 1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- 2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- 3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is a local resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.