

**EMBASSY OF THE UNITED STATES OF AMERICA
BANDAR SERI BEGAWAN**

Announcement Number: 05-2011

OPEN TO: All Interested Candidates

POSITION: Procurement Assistant

CLOSING DATE: June 17, 2011

WORK HOURS: Full time, 40 hours per week

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

The U.S. Embassy in Bandar Seri Begawan is seeking a dynamic, resourceful individual for the position of Procurement Assistant.

BASIC FUNCTION OF POSITION

The employee is responsible for all aspects of procurement request processing. Incumbent will be responsible for handling all interactions and record keeping of U.S. Government leased residences and facilities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 238-4616 extension 2133.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of local secondary education is required.
2. Minimum 3 years of progressively responsible experience in procurement (government or commercial) or related fields is required.
3. Level III (Fluent) English and Malay in speaking/writing are required.

4. Must have a good working knowledge of local market practices, capability of local suppliers and local pricing customs and practices.
5. Must be proficient in the use of Microsoft Word, Excel, Access and Windows XP.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or

3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); plus

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

**Embassy of the United States of America
Attention: Human Resources Department
P.O. Box 2991
Bandar Seri Begawan BS8675**

OR

**Embassy of the United States of America
Attention: Human Resources Department
Spg. 336-52-16-9
Jalan Kebangsaan BC4115
Negara Brunei Darussalam**

OR email application to BSBHR@state.gov

POINT OF CONTACT

Name: Wong Sui Foon
Telephone: 238-4616 extension 2133

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