



U.S. MISSION Job Announcement

Riyadh - Jeddah - Dhahran

08-76

VACANCY ANNOUNCEMENT – JEDDAH

10/14/2008

OPEN TO: All interested candidates

POSITION: Purchasing Agent, FSN-06
(Position#100180)

OPENING DATE: Tuesday, October 14, 2008

CLOSING DATE: Tuesday, October 28, 2008

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: SR.56,390 p.a. (Annual Basic Salary excluding eligible allowances)).

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/ SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.

The U.S. Consulate General in Jeddah is seeking an individual for employment in country for the position of Purchasing Agent in Procurement Unit of the General Services Offices.

BASIC FUNCTION OF POSITION

Incumbent procures a variety of goods and services in accordance with Federal and Department of State acquisition Regulations and procedures. Procure variety of commodities, primarily of technical nature, such as automotive spare parts, for the office equipment, specialized machinery and equipment, computer supplies and spare parts for computer hardware, specialized tools for the U.S. Consulate General and the associated agencies. Incumbent also maintains the procurement sources library and procurement files, and assists the Procurement/Contracting supervisor and General Services Officer as required.

QUALIFICATIONS REQUIRED

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

1. **Required Education**: Completion of High School Diploma is required.
2. **Required Experience**: 5 years experience is required preferably 3 years experience in price survey research, procurement and related clerical work and 2 years in procurement with U.S. agency.
3. **Language Requirements**: Level IV (fluent) English and Arabic.
4. **Knowledge/Other Criteria**: Must have knowledge of general office procedures, familiarity with Federal and DOS Acquisitions Regulations, Foreign Affairs Manuals and Handbooks. Knowledge of local and offshore markets and vendors pricing practices is required.
5. **Other Skills**: Must be proficient in general office computer applications and keyboard skills, must be able to type 40 words per minute, must be able to use computer for Word processing. Incumbent must be able use internet for making off-shore and local purchases. Must be able to exercise judgment in determining need and establishing specification, and prioritization of work. Incumbent must possess a valid Saudi driver's license.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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.**

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612);
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi residence/work permit and driving license.
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: HR Office, American Consulate General, Jeddah

By mail: Human Resources Office, Jeddah

P. O. Box 149, Jeddah 21411

By Fax: +966-2-669-3075

By e-mail: JeddahHR@state.gov

POINT OF CONTACT

Human Resources Office

Telephone: 966-2-667-0080 Ext. 4119

FAX: 966-2-669-3075

DEFINITIONS*

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

CLOSING DATE: COB, TUESDAY, OCTOBER 28, 2008

The US 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.