

**HUMAN RESOURCES NOTICE  
VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: 10-25**

**OPEN TO:** All Interested Candidates

**POSITION:** **Acquisitions Specialist, FSN- 10\***

**OPENING DATE:** May 5, 2010

**CLOSING DATE:** May 19, 2010

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR) & Not-Ordinarily Resident (NOR)/ PSC:  
\$34,354 p.a. (Starting Salary)  
(Position Grade: FSN- 10)

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

The U.S. Embassy in Panama is seeking an individual for the position of Acquisitions Specialist at the Agency for International Development (USAID/Panama).

**BASIC FUNCTION OF POSITION**

Manages and independently performs the full range of specialized small to medium complexity acquisition and assistance functions, ensuring compliance with USG and USAID regulations and policies. As a full representative of the Contracting Office, provides guidance and expert advice to the designated SO teams on procurement policy and procedures in the most efficient and effective design for implementation, leading to the successful achievement of results.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources website:

[http://panama.usembassy.gov/job\\_opportunities.html](http://panama.usembassy.gov/job_opportunities.html)

## QUALIFICATIONS REQUIRED

**NOTE: Although some of the information below has been provided in the application or resume, all candidates must still address each qualification/requirement detailed below, with specific and comprehensive information supporting each item, on a separate sheet of paper.**

1. **Education:** University Degree in Business Administration, Finance, Marketing, Accounting or International Trade is required.
2. **Experience:** Four years of progressively responsible acquisitions experience, of which three years must be in the U.S. Government.
3. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English language is required. Level IV (Fluent) Speaking/Reading/Writing Spanish is required. (Testing will be conducted to determine the qualifications).
4. **Job Knowledge:** Strong knowledge of the Panamanian Commercial, Tax/Duties, and Labor Laws. Must have comprehensive knowledge of Federal Acquisition and Contracting Regulations.
5. **Computer Skills:** Proficiency in the use of Microsoft Office Suite (Testing may be conducted to determine the qualifications).
6. **Additional Skills:** Excellent analytical and negotiation skills.

## SELECTION PROCESS

When fully qualified, 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.

## HOW TO APPLY

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

1. Application for U.S. Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide copy #4 of their Form DD-214 with their application, and
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO:

Human Resources Office – Vacancy Announcement No. 10-25

NEC Building #783

Demetrio Basilio Lakas Avenue

Monday through Thursday from 8:00 am to 12:00 noon

2:00 pm to 4:00pm

Friday from: 8:00 am to 12:00 noon

Or Via e-mail to: [panamaembjobs@state.gov](mailto:panamaembjobs@state.gov)

## POINT OF CONTACT

Human Resources Office

FAX: (507) 207-7011

Email address: [panamaembjobs@state.gov](mailto:panamaembjobs@state.gov)

## DEFINITIONS:

1. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

2. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: May 19, 2010**

The US Mission in Panama 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.

Cleared:

USAID: Mission Director: LTazewell (cleared on draft on file)  
Supv. Mgmt. Spec: ECampo (drafter)

STATE: RHRO: MMasterson  
HRO:TVenson  
HRS:MDeVega