

HUMAN RESOURCES OFFICE ATSUGI JAPAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: SN-010-15

TITLE/SERIES/GRADE: Procurement Technician SN-1106-05/06

SALARY RANGE: SN-05: S\$21,813 – S\$38,178

SN-06: S\$24,270 – S\$42,480

NUMBER OF VACANCIES: Two (2)

OPEN DATE: 18 Sep 2015

CLOSING DATE: 13 Oct 2015

LOCATION: Far East Contracting Department, Singapore Contracts Division, SAP Team, NAVSUP Fleet Logistics Center (FLC) Yokosuka

AREA OF CONSIDERATION: All residents of Singapore (excluding U.S. citizens and permanent residents of the U.S.). Non Singaporean Citizens who apply must be in possession of a Singapore Blue Identity Card in order to be considered for this position.

NOTES:

1. Selectee may be appointed under a Services Agreement (SA) for one year. A SA is an agreement entered into by the U.S. Government and an individual, thereby establishing an employer-employee relationship. The agreement may be extended by the Government for up to an additional (nine) one-year periods. The total term of the agreement shall not exceed ten years. If both parties desire to continue the relationship after ten years, a new agreement must be drawn up.
2. The full performance level of this position is SN-06. Management reserves the right to select at SN-05 or SN-06. If selected at the lower grade, incumbent may be noncompetitively promoted to the next higher grade without further competition and upon meeting all qualification requirements and at management's discretion. Promotion is neither implied nor guaranteed.
3. Vacancies filled from announcements covering multiple grade levels may be filled at any grade level listed.
4. Miscellaneous Benefits Allowances are in addition to the base pay shown above.
5. Must be able to obtain a satisfactory background check as a condition of employment.
6. Selectee will be required to successfully complete a pre-appointment physical examination prior to entrance on duty.

DUTIES: This position is located in the Contracting Department of NAVSUP Fleet Logistics Center Yokosuka, Site Singapore. The primary purpose of this position is to perform clerical or administrative work in support of the contracting officer's and office. Maintains files of complex contracts, and of related documents, regulations, and correspondence. Data entry into the automated procurement system and internal tracking systems. Prepares standard portions of non-complex contract documents. Distributes copies of procurement documents as indicated in distribution lists. Prepares recurring and special reports and compiles statistics from data requiring some reformulation and revised formats. Performs contract administration support functions, to include delivery status, monitoring contractor performance, funds expended and performance of contractors in meeting delivery schedules.

QUALIFICATION REQUIREMENTS: In order to qualify for this position, your résumé must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your résumé is the key means for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to submit a thorough résumé that directly relates to this position.

In addition, your résumé must demonstrate at least one year of specialized experience at or equivalent to the SN-05 grade level in the Federal service or equivalent experience in the private or public sector, OR possess four (4) years above high school.

SN-05: One (1) year of general experience OR 2 years above high school.

SN-06: One (1) year of specialized experience equivalent to at least SN-05 level OR .4 years above high school.

SPECIALIZED EXPERIENCE: Experience which equipped the applicant with the particular competencies to perform successfully the duties of the position and that is in or directly related to the position to be filled. To be creditable, specialized experience must be equivalent to at least the SN-05 grade level in the Federal service. The successful applicant for this position will have experience in basic purchasing of goods and services, researching supplies and services via the internet, compiling files in chronological order and inputting data into an automated system.

(See specifics: OPM Qualification Standard for GS positions: (<http://www.opm.gov/qualifications/>) for GS positions Group Coverage Qualifications Standards for Clerical and Administrative Support Positions: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>).

EDUCATION: When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST submit a copy of your college transcript** or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. If selected, you will be required to provide an official college transcript (with the college/ university's seal) prior to entrance on duty.

Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

TIME-IN-GRADE REQUIREMENTS (TIG): Applicants must meet COMLOGWESTPAC 12200 time-in-grade requirements for promotion to the next Singapore National (SN) grade. A minimum period of 52 consecutive weeks in grade is required to be eligible for promotion to the next higher grade within SN-05 to SN-12, inclusive. TIG restrictions apply to any candidate who within the previous 52 weeks held a SN or other creditable service position under nontemporary appointment. TIG must be met by the closing date of this announcement.

SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.): S.A.A. is based on **(1)** Class standing - must be in the upper third of the graduation class in the college, university, or major subdivision **OR (2)** Grade-point average - a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or computed based on courses completed during the final 2 years of the curriculum; or b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum **OR (3)** honor society. In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled and only applies to two-grade intervals position.

PAY RETENTION: Pay retention may be granted to the selectee who accepts a downgrade when there is no step in the lower grade that equals or exceeds his/her current rate of basic pay.

EVALUATION FACTORS: This position utilizes the following competencies:

1. Ability to access or locate information through use of a personal computer.
2. Ability to prepare procurement documents and to analyze them for completeness, accuracy and proper formatting.
3. Ability to compile and organize procurement data.
4. Practical knowledge of procurement filing requirements.
5. Basic knowledge of purchasing goods and services.

INQUIRIES REGARDING THIS VACANCY: Call HRO at 6750-2568

HRO ATSUGI VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

WHO MAY APPLY: Refer to the **Area of Consideration** for each vacancy announcement.

HOW TO APPLY: Application and forms must be **received** in the **Human Resources Office, Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759657** by **1500** of the closing/cut-off date of the announcement. **Postmark dates will not be accepted.** All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement.

Failure to submit required forms/information or to meet the closing/cut-off date will result in a loss of consideration for the position for which you are applying. E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

Submitting your application by regular mail is strongly encouraged. If, however, you are submitting via other methods (**including ALL courier services**), please contact the HRO at least **5 working days in advance**.

FORMS/INFORMATION REQUIRED:

1. Singapore Local National Application Form **OR** Optional Application for Federal Employment (**OF 612**) **OR** résumé **OR** other written format. Required forms are available at HRO Website http://www.cnic.navy.mil/regions/cnrj/om/human_resources/Other_Local_National_Jobs.html
2. **Résumé and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Singapore Identity Card (NRIC) number, country of citizenship.
 - If you are not a Singaporean citizen, proof of your residency status in Singapore (copy of your permanent residence card).
 - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement

eligibility, if applicable.

- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), **hours worked per week**, & salary. Include all relevant experience, whether it was paid or unpaid work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state so clearly on the résumé or application.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- **An original signature and date.**

3. SF-50 copy – MUST submit most recent copy if current or previous federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR).

4. Copy of Official College Transcript (if applicable). **Please refer to “Education” information above.** Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment.

5. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills and abilities) as required by the announcement.

6. Copy of most recent performance appraisal.

7. All other forms and information required in the specific vacancy announcement.

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles that may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age. Applicants with Disabilities who have questions regarding accommodations available in the overseas area should contact the Disability Program Manager at COMM 011-81-46-816-8163, DSN 315-243-8163

REVISED: 8 Sep 2014

