



# USAID | KOSOVO

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**SOLICITATION NUMBER:** 72016721R10001  
**ISSUANCE DATE:** January 11, 2021  
**CLOSING DATE/TIME:** January 25, 2021/5:00pm

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)** (*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation. Offers must be submitted in accordance with the requirements of the solicitation.

**ISSUANCE DATE: January 11, 2021**

**CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 25, 2021 at 5:00 p.m. Pristina Time**

**POSITION TITLE: Procurement Agent**

**MARKET VALUE: FSN-9** equivalent (equivalent (Euro 26,457 – Euro 37,045 per annum)

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Pristina. Final compensation will be negotiated within the listed market value.

## **STATEMENT OF DUTIES**

This is a mixed position covering both procurement and direct support to the Executive Officer. The incumbent will work under the supervision of the Supervisory Executive Officer or his/her designee. The incumbent will have procurement related duties which shall include but are not limited to: programmatic procurements of consultants, operational (OE) administrative procurement and expendable and non-expendable commodities of both goods and services, locally and internationally. The incumbent will also support the Supervisor Executive Officer on high-level mission policy, special projects, and if needed, serve as a backup and support to other team members.

A full copy of the solicitation is posted at the U.S. Embassy Pristina website at <https://xk.usembassy.gov/embassy/jobs/>

**EQUAL EMPLOYMENT OPPORTUNITY:** USAID 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.