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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
CHIEF PROCUREMENT OFFICER (GSA)

Announcement Number: DOA28-24

Open: November 09, 2023 Close: November 24, 2023

GENERAL PAY PLAN (GPP)

OPEN: T-01; \$92,950 P/A –T-10; \$127,602 P/A

PROMOTION: T-01; \$92,950 P/A –T-18; \$163,824 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Eight (8) years of technical experience in the various phases of procurement and supply management of which three (3) years must have been in a large-scale management and operation of public procurement of supplies and services, including the management, warehousing, distribution and control of surplus properties and graduation from high school; or

Any equivalent combination of experience and training which provides the minimum knowledges, abilities and skills.

Nature of work

Directs and manages the programs and activities of the General Supply Services Agency of the Government of Guam.

Illustrative Examples of Work

Directs and manages the central supply management program operations, including purchasing and contracting for materials and services, inventory management, warehousing, distribution, federal and local government property utilization and control, sale, lease or disposal of supplies by public auction, competitive sealed bidding or other legally authorized method, customer service including technical and research support for customer agencies and related activities with respect to supplies and services. Directs the procurement, warehousing, distribution and control of both local and federal surplus properties. Formulates, recommends and administers supply requirements, policies and procedures. Ensures adequate acquisition and maintenance of supplies, materials and equipment to meet the demands and needs of the Government of Guam entities. Exercise authority over the award or administration of contracts, disputes, claims or litigations. Reviews, analyzes and approves procurement transaction, such as invitations to bids and awards, contract schedules and awards, lease agreements, purchase order and emergency procurement, including waiver of program requirements. Provides technical information and advice to the Policy Office and government officials pertaining to government procurement, warehousing and contraction policies and requirements. Make analysis and determination in awarding or rejecting formal/informal negotiations and sealed bids, and determines alternate procurement methods. Makes determination/recommendation to waive or assess liquidated damages for any default on the performance of contract and related requirements. Serves as certifying officer for the Inventory Revolving Fund. Evaluates program operations and initiates/recommends necessary changes to improve effectiveness. Prepares and administers program budget; administers administrative policies for personnel, training and safety. Maintains records and prepares report. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the modern principles, practices and techniques of public procurement and supply administration. Knowledge of local and federal surplus property management and operations. Knowledge of local and federal surplus property management and operations. Knowledge of the principles and practices of public administration. Ability to administer a central procurement and supply operation and activities for departments and agencies of the government. Ability to interpret, apply and make decisions in the accordance with pertinent laws, policies, regulations, and other program guidelines. Ability to evaluate operational effectiveness and to initiate/recommend changes in program requirements and operations to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. **For more information, please contact the Recruitment Branch at 475-1141/1128.**

CHIEF PROCUREMENT OFFICER (GSA) OPEN COMPETITIVE EXAMINATION

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed; this also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: www.hr.doa.guam.gov/resources.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


SHANE G.L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.