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# ANNOUNCEMENT

July 18, 2022

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

<i>Announcement No. 102-22</i>	
<b><u>Position Title</u></b> <b>PROCUREMENT COUNSELOR (PTAC)</b>	
<b><u>Salary Range:</u></b> UGPP/K-01 \$33,911.00 – UGPP/K-18 \$59,768.00 Per Annum	<b><u>Opening Date:</u></b> July 18, 2022 <b><u>Closing Date:</u></b> Continuous Until Filled
<b><u>Location:</u></b> School of Business and Public Administration (SBPA)/Guam Procurement Technical Assistant Center (Guam PTAC)	

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in Business or related field; or
- Three (3) years of experience working in federal procurement supplemented by twenty-four (24) semesters hours in one or more of the following: accounting, business finance, law, purchasing, contracts, economics, industrial management, marketing, quantitative methods, organization management.

**NECESSARY SPECIAL QUALIFICATION:**

Must possess a valid driver’s license and own transportation.

**QUALIFICATIONS REQUIRED:** Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

**NATURE OF WORK:**

The Guam PTAC assists small and large businesses in obtaining and performing federal and local government contracts. Guam PTAC Procurement Counselors help clients identify opportunities and understand the government contracting process in order to take advantage of government sales dollars. This position is responsible for providing consultations with clients as well as delivering educational seminars on a variety of contracting topics.

**DUTIES AND RESPONSIBILITIES:**

The Procurement Counselor reports to the Program Manager, Guam Procurement Technical Assistant Center (Guam PTAC). The Procurement Counselor will provide counseling including federal and local government procurement assistance in the areas of registrations, certifications, bid matching, marketing, procurement histories, bid/quote preparation, and other assistance through one on one counseling. Conduct assessments of client needs provide services and make referral if necessary. Conduct educational offerings in a variety of areas of procurement particularly focused on small businesses including small, disadvantaged business concerns (SDB), women owned small businesses (WOSB), HUBZone small businesses (HUBZone), and service disabled veteran owned small businesses (SDVOSB). Identify and work closely with potential stakeholders, financial partners, and grant/contract opportunities. Promote Guam PTAC program to economic developers and other organizations affiliated with small businesses through memberships, speaking engagements or collaboration on training events and other projects to promote the Guam PTAC program. Document, analyze, and communicate program impact, including entering data into Outreach Systems to record conferences, counseling sessions, and contract awards. Travel off-island to attend bi-annual conference as needed.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG’s online employment portal at <https://uog.peopleadmin.com>.

**WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant’s suitability for employment. All factors which are job-related may be investigated (i.e., previous employment,

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educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of the date reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**

All applicants must submit an online job application through the UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/hro> (under Links).

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



**RACHEL F. CUBACUB**  
Acting Chief Human Resources Officer