

"SOFIA-2026-29" Vacancy Details

About

Announcement Number: SOFIA-2026-29

Hiring Agency: Embassy Sofia

Position Title: Purchasing Agent- Open To: All Interested Applicants / All Sources

Open Period: 09/10/2026 - 09/25/2026

Format MM/DD/YYYY

Vacancy Time Zone: GMT+2

Series/Grade: LE - 0420 7

Salary: EUR €18,830 - EUR €23,067 /Per Year

Work Schedule: Full-time - Annual Base Salary: Starting from EUR 18,830 /per year (gross), 40 hours (per week)

Promotion Potential: LE-7

Duty Location(s): 1 Vacancy in

Sofia, BU

Telework Eligible: No

For More Info:  HR Section

 000-000-0000

 Sofia_Applications@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: All Interested Applicants / All Sources. For USEFM - FP -07. Actual FP salary determined by Washington D.C.

Security Clearance Required: Public Trust - Background Investigation

Appointment Type Permanent

Marketing Statement: EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Summary: The U.S. Mission in Sofia, Bulgaria is looking for a qualified candidate for the Purchasing Agent position in the General Services Office.

The work schedule for this position is:

Full Time (40 hours per week)

Supervisory Position: No

Relocation Expenses **No**

Reimbursed: Not Required

Travel Required:

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Duties

The Purchasing Agent handles overseas and local procurement for the embassy and partner U.S. agencies. Core responsibilities include processing petty cash and handling purchases for maintenance/repair items, preparing purchase orders and contracts, and making offshore purchases via government credit card (up to \$15,000 per transaction, \$150,000 monthly). The role also involves assisting with mandatory reporting, verifying invoices for accurate and timely payment, following up on open orders, and maintaining procurement records.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** A minimum of two **(2) years** (full-time equivalent) experience in procurement, purchasing work, or finance is required.

LANGUAGE (this may be tested):

- English: Good-working (reading/writing/speaking)
- Bulgarian: Fluent (reading/writing/speaking)

All selected candidates will be subject to a background investigation and will be subject to a pre-employment medical exam.

Start date: Candidate must be able to begin working within a reasonable period of time (one month of receipt of agency authorization and/or clearances/certifications) or their candidacy may end.

Education Requirements: Completion of secondary school/high school is required.

Evaluations: You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

Qualifications: **Job Knowledge:** Knowledge of local market practices and foreign supplies is required.

Skills And Abilities:

- Must hold a valid, legally obtained driver`s license, category B. Must have had a driving license for at least five years.
- Basic mathematics ability;
- Strong negotiating skills and diplomacy;
- Computer literacy, including proficiency in MS Word and MS Excel;
- Ability to work with specialized computer procurement programs;
- Strong attention to detail;
- Good customer service and interpersonal skills.

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Benefits and Other Info

Benefits:

Agency Benefits:

Compensation

- Year-end bonus
- Transportation and meal allowances

- Performance management program and annual performance-based salary increase
- Awards program
- Salary advance program (after the first year of employment)
- Medical reimbursement plan for employees and family members

Work/Life Balance

- Observing Bulgarian and U.S. official holidays (totaling 20 days off)
- Paid in-house services: dry cleaning, hairdresser, esthetician, jeweler, car wash, tailor
- On-site or virtual English language courses
- On-site ATM
- On-premises parking lot

Work Environment

- Positive work environment where respect, integrity and tactfulness are valued and encouraged
- Friendly and supportive community
- Secure workspace with full access to people with disabilities
- Cafeteria, kitchenettes, café shop
- On-site gym, tennis court, table tennis and other sport facilities and activities
- Various community events and activities, holiday community celebrations
- Charity and volunteer activities

Professional Growth Opportunities

- Onboarding and on-the-job training
- Professional development opportunities including online and classroom trainings in Bulgaria or abroad

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

For Eligible Family Member (EFM) applicants, benefits should be discussed with the HR Office. The pay plan is assigned by the HR Office and confirmed by Washington, D.C.

Other Information: HIRING PREFERENCE SELECTION PROCESS:

A hiring preference is extended to eligible and qualified applicants in the order listed below. It is essential you accurately describe your status in your application, failure to do so may result in a determination that you are not eligible for a hiring preference.

HIRING PREFERENCE ORDER

1. Appointment Eligible Family Member (AEFM) / U.S. citizen Eligible Family Member (USEFM) who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. Foreign Service (FS) on Leave without Pay (LWOP) and Civil Service (CS) with reemployment rights **

* IMPORTANT: US citizen Eligible Family Member (USEFM) applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty") preferably Member Copy 4, Letter from Veterans' Affairs which indicates the present existence of a service-

connected disability, equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all FS employees on LWOP and CS with re-employment rights back to their agency or bureau.

For complete definitions of AEFM, USEFM, EFM, Member of Household, etc., please visit the [3 FAM 7210 Definitions](#).

ADDITIONAL EMPLOYMENT CONSIDERATIONS

The following apply to EFM, USEFM, and AEFM only:

- Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.

The following apply to Locally Employed (LE) staff only:

- Current employees serving a probationary period are not eligible.
- Current employees with an Overall Summary Rating of Needs Improvement, Unsatisfactory, or an MBC score of less than 100 points on their most recent Employee Performance Report are not eligible.

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How to Apply

How to Apply:

Click the "Apply to This Vacancy" button at the top of the page to begin your application. For an instructional video on how to apply click [here](#).

Please address all relevant experience, education, language skills (including English), and job-related skills or requirements in your application.

You may edit your application any time before the vacancy closing date. If you fail to submit a complete application by the vacancy closing date of this vacancy, then your application may be disqualified for this position.

Required Documents: *Please upload all applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

All Applicants:

- Residency Permit (if applicable)
- Work Permit (if applicable)
- University Degree (if applicable)
- University Transcripts

In addition, Eligible Family Member (EFM) Applicants must submit:

- Copy of Sponsor's Travel Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

Next Steps: The HR Office will contact successful applicants. For more information on applying for jobs or employment with us, please visit the U.S. Mission website: https://erajobs.state.gov/dos-era/vacancysearch/searchVacancies.hms?_ref=a2phdmhbpt0

Thank you for your application and your interest in working with us.

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