



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

☆
JEMAL J. BEALE
Brigadier General
The Adjutant General

**STATE EMPLOYEE
VACANCY ANNOUNCEMENT NO. V46-19**

OPENING DATE: 11 July 2019 **CLOSING DATE:** 25 July 2019
(To be considered, applications must be received or post-marked by the closing date.)

POSITION: Senior Buyer, R24
(\$61,416.68 - \$70,007.51 – Starting Salary for new hire)

DUTY STATION: N.J. Department of Military and Veterans Affairs
Fiscal Division

DESCRIPTION OF POSITION: Under supervision, takes the lead over assigned employees and performs technical work involved in preparing proposals, orders and reports, arranges for the purchase of equipment, materials, and supplies used by various departments, and may perform the work involved in term contracts. Manages the DMAVA P-Card program. Navigates MACSE, E-CATS, and NJSTART; does other related duties as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Three (3) years of experience in the large scale purchase of commodities, materials, equipment, and/or supplies.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted

under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

APPLICATION PROCESS: Complete an Application for Employment, cover letter, resume and any required documents (licenses, certifications and/or transcripts) and forward electronically by the closing date to CareersCentral@dmava.nj.gov. If unable to file electronically, FAX correspondence to (609) 530-7192 or mail to: NJDMAVA (ATTN: HRD Recruitment), PO Box 340, Trenton, NJ 08625-0340. Application can be obtained from our website at <http://www.nj.gov/military/personnel/forms/employment-application.pdf>

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.