

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  
 Yes     No

4. Reason For Submission

a. Redescription of duties: This position replaces  
 (Position Number) C0937 , (Title) \_\_\_\_\_ (Series) 810 (Grade) 9

b. New Position \_\_\_\_\_

c. Other (explain) PROCUREMENT AND CONTRACTING SUPERVISOR

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	PROCUREMENT AND CONTRACTING SUPERVISOR, FSN-810	FSN-9		
b. Other				
c. Proposed by Initiating Office	SUPERVISORY GENERAL SERVICES OFFICER			

6. Post Title Position (If different from official title) <p style="text-align: center;">PROCUREMENT AND CONTRACTING LEADER</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">AMERICAN EMBASSY, ABIDJAN COTE D'IVOIRE</p>	a. First Subdivision <p style="text-align: center;">ADMINISTRATIVE</p>
b. Second Subdivision <p style="text-align: center;">GENERAL SERVICES OFFICE</p>	c. Third Subdivision <p style="text-align: center;">PROCUREMENT AND CONTRACTING OFFICE</p>

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
<p>_____                  Typed Name and Signature of Employee                      Date (mm-dd-yyyy)</p>	<p>_____                  Typed Name and Signature of Supervisor                      Date (mm-dd-yyyy)</p>

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<p>_____                  Typed Name and Signature of Section Chief or Agency Head                      Date (mm-dd-yyyy)</p>	<p>_____                  Typed Name and Signature of Admin or Human Resources                      Date (mm-dd-yyyy)</p>

13. Basic Function Of Position  
 Direct, plan, develop, review and manage all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and products. Prepares variety of procurement and contract related documents. Provide guidelines, instructions and supervise the preparation and distribution of invitations to tender and manage/conduct bid/proposal evaluations. Ensure and oversee adherence to contractual agreements, recommending amendments and extensions of contracts, and providing advice to concerned parties on contractual rights, obligations and options.

14. Major Duties and Responsibilities 40 % of Time  
 Plan, develop, manage and review requests for the procurement of commodities and contracting services and assigns them to subordinates on the basis of the kind of procurement action is necessary. As appropriate advises subordinates concerning possible problems, complex procurement actions. Review and revise purchase orders, solicitations, analyse bids and price quotations, proposed contracts and rental leases, suppliers' bills and

(Continue on blank sheet) (See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Three (3) years of progressively responsible professional experience in high volume of procurement operations, including experience in private industry and or government and international organizations is required. Must possess first hand experience in procurement of goods and services from suppliers overseas.

c. Post Entry Training

Must have had A/OPE organized workshops in:  
Commercial Item Acquisition.  
Contract Administrations and COR duties.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level III (Good working knowledge) speaking/reading/writing in both English and French is required.

e. Job Knowledge

Must possess knowledge of FAR/DOSAR and FAM. Where knowledge is lacking incumbent must undergo training in these areas to fully operational in position. Must be familiar with host country local laws and practices related to procurement and contract activities under USG laws. Special knowledge on Taxation and duty free purchases are vital to this position.

f. Skills and Abilities

Must demonstrate interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; must have good computer skills including skills to successfully use Microsoft Office products..

16. Position Element

a. Supervision Received

Incumbent works under the supervision of A/GSO and or S/GSO

b. Supervision Exercised

Supervises (5) procurement Agents.

c. Available Guidelines

Post policies, A/OPE regulations and competitions requirements.  
Daily technical guidance from A/GSO and or S/GSO.  
Department of State and Associated agencies procurement regulations. GSA Manuals and Instructions.  
U.S. Federal specifications and standards.

d. Exercise of Judgment

Adheres to rules and regulations, practices and procedures in FAR and DOSAR.  
Must prioritize work task.

e. Authority to Make Commitments

May recommend source.

f. Nature, Level, and Purpose of Contacts

Regular contacts with local and overseas contractors and vendors,  
GSA sales Representatives and Requisition staff of other USG agencies.  
Daily contact with all American and LE staff.

g. Time Expected to Reach Full Performance Level

Operational upon entry of the position.

**Addendum 1**

other procurement documents and paperwork prior to submission to the Contracting Officer.

Assist the Contracting Officer in screening and reviewing bids and quotations, negotiating contracts and rental leases, reviewing final contract language. Keep aware of the current local market conditions including price and availability of important commodities and services.

20 %

Provides full range of technical and administrative supervision to four (4) Procurement Agents.

Duties include but not limited to daily guidance and directives for efficient performance. Keeps aware of current local market conditions and prices and provide technical advise as needed to meet A/OPE rule of ( 3) - full and open competition. Keep supervised employees abreast with current regulations and updates from A/OPE.

Conducting purchase test and coordination purchase card usage within A/OPE guideline.

Write performance evaluations as required.

40%

Prepare overseas preparation and distribution of invitations to tender and manage/conduct all aspects of bid/proposal evaluations. Formulate strategies and design innovative solutions to resolve issues/conflicts for complex procurement projects. Establish and maintain a work programme and schedule for ongoing contracts and newly planned projects. Participate in negotiations with senior supplier representatives; pre-approve procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signatory authority, prepare submissions to the Contracts Committee for review and subsequent approval by the authorized official. Conduct market research to keep abreast of market developments, research and analyze statistical data and market reports on the world commodity situation, production patterns and availability of good and services. Identify new technologies and products/services, evaluate and recommend potential supply sources and participate in the incorporation of research results into the procurement programme. Oversee adherence to contractual agreements, recommends amendments and extensions of contracts, and provide advise to concerned parties on contractual rights and obligations. Prepare a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc. Provide guidance to, and supervise, new staff.

