

Position Description for Procurement Agent

BASIC FUNCTION OF POSITION

The incumbent is responsible for all contracting activities. Reports directly to Procurement Supervisor to complete entire contracting procedure, paper work and work independently when required.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Contracting

60%

Incumbent is responsible for facilitating matters relating to contracting activities which include but not limit to;

- 1) Reviews requests and gather necessary information for solicitation. Confers with originator/requestor when necessary to clarify and confirm work requirements/specifications, in-house estimate, funding and all other factors that are required prior to the solicitation.
- 2) Coordinate with related offices to establish a workable acquisition schedule for solicitation.
- 3) Market research. Conducts extended in-depth explorations of the local economy and off-island sources to identify possible and qualified vendors for services and supplies.
- 4) Prepares /drafts solicitation package by using A/OPE model template.
- 5) Conducts briefing/pre-proposal conference for solicitation.
- 6) Provides guidance to related offices for contracting related matters/procedures.
- 7) Prepares contract and contract related documents following the instructions/procedures as set in Overseas Procurement Cookbook and other procurement references.
- 8) Coordinates with related offices for funding, security, and other contract special requirements when required.
- 9) Negotiates contract price/terms at the best interest of AIT.
- 10) Contract administration to renew/modify/terminate/closeout contract when required.
- 11) Maintains and updates contract documentation.

Problem solving. Makes recommendation for problem solving when applicable.

Procurement

30%

Incumbent is responsible for facilitating matters relating to procurement activities which include but not limit to:

- 1) Collects market information constantly by means of internet, periodicals, mail or GSA catalogue, yellow book, fax, or personal visits.
- 2) Conducts market research for competition and negotiates price/term at the best interest of AIT.
- 3) Identifies the best tool of procurement available using approved procurement methods (purchase card, purchase order, BPA, contract and petty cash)

- 4) Prepares necessary procurement documentation which may include but not limit to purchase order, funding request, price competition summary and justification.
- 5) Maintains historical and reference files related to procurement actions and ensuring files are maintained current at all times.
- 6) Monitors procurement status regularly and takes necessary follow-up action to ensure the timely completion of the purchases. Upon completion of procurement, records all actions on procurement files or by computerized procurement reports.

Other Duties.

10%

Assisting with Procurement Supervisor with special projects. Helping customers/requests familiarize Ariba system. Assisting with Mission official events, etc.

QUALIFICATIONS REQUIRED

Education: Completion of college education is required.

Experience: Minimum 3 years' experience in procurement, contract management, sales, or administration is required.

Post Entry Training: Purchase Card Training (PA-297), Commercial Items (PA-247) and Contract Administration (PA-252)

Language: Level III (Good Working Knowledge) English and Level III (Good Working Knowledge) Mandarin Chinese are required.

Skills and Abilities: Familiar with computer operations including Microsoft Word, Excel, and e-mail.

Knowledge: Good knowledge of USG Procurement Policies, USG Contracting and Procurement regulations, USG other procurement related policies, and Webpass procurement application.

POSITION ELEMENTS

Supervision Received: Incumbent is under the direct supervision of the Procurement Supervisor.

Supervision Exercised: None

Available Guidelines: 6 FAM, Federal Acquisition Regulations (FAR), Department of States Acquisition Regulations (DOSAR), Overseas Procurement Handbook GSA catalogue and administrative policies and procedures.

Exercise of Judgment: Must rely on own abilities and sound judgment in making decisions involving various procurement.

Authority to Make Commitments: N/A

Nature, Level, and Purpose of Contacts: Required to maintain active and effective contacts with GOV overseas agents (ALM, CRP, Frankfurt, etc.) and local vendors.

Time Expected to Reach Full Performance Level: One year