



PROCUREMENT AGENT

An opportunity is available to work as a Procurement Agent within the General Services Office at the U.S. Embassy, Canberra.

Salary: A\$71,819 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of High School (Year 12) is required.
2. Five years of progressively responsible experience in procurement and/or formal contracting, logistics, customer service, accounting or related fields such as project management is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Knowledge of the nature of contracts and associated elements and Contract Administration is required.
5. Ability to work independently or as a team member, when required and to deal calmly and effectively with tight deadlines is required.
6. Must be well-organized and have the ability to conscientiously plan, prioritize and attend to the details of administering contract requirements and reporting requirements.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **January 9, 2015**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted.*

POSITION TITLE: PROCUREMENT AGENT**POSITION GRADE LE- 8
(STARTING SALARY A\$71,819)**

DUTIES AND RESPONSIBILITIES**Basic Function of the Position**

Incumbent procures a variety of goods and services for the agencies that subscribe to procurement services under ICASS at the US Embassy, Canberra. Open market acquisitions include simplified acquisitions, formal contracts and specialty contracts. Procurement techniques used for simplified acquisitions include: Purchase Orders; Delivery Orders; Purchase Card; Imprest Funds (Petty Cash;)Blanket Purchase Agreements; and Electronic Commerce (Electronic Data Interchange).

“Simplified Acquisitions” fall into several formats including micro-purchases (under USD\$3,000 or USD\$2,500 for construction), open market purchases up to USD\$150,000 and purchases for commercial items up to USD\$5.5 million. “Formal Contracts” are used for more complex requirements such as construction, workers’ compensation insurance, travel management, shipping/transportation and commercial items over the simplified acquisition threshold. “Specialty Contracts” include architect and engineering (A&E) services, VIP Services, and procurements for emergencies.

Major Duties and Responsibilities**A. FORMAL CONTRACTING (60%)***Service and Supply Solicitation Development*

Evaluates goods and services requirements to determine correct method of procurement. Establishes the terms and conditions in conformance with Federal Acquisition Regulations (FAR) and Department of State Acquisition Regulations (DOSAR). Prepares acquisition plans to examine, determine/formulate contracting and procurement needs, and works with requesting offices and contracting officer to prepare requirement analyses.

Using contract samples and knowledge of acquisition regulations and requirements develops contract drafts/quotation request packages by applying specific Mission requirements and conditions to contract/quotation package skeletons. Works closely with the requiring office, the Contracting Officer (CO) and the Contracting Officer’s Representative (COR) to ensure that the solicitation and associated contract documentation are accurate and comprehensive. Specific issues to be considered include, but not limited to, definitions of service or supplies, use of materials, quantities, delivery instructions and schedules, price adjustments, Government provided materials, acceptable and unacceptable levels of performance, qualifications of employees, invoicing instructions, contract administration procedures and requisite contract clauses. When specifications are of a highly technical nature works closely with the requesting office and other sources of expertise in order to ensure that the specifications are comprehensive and accurate.

Circulates drafts to the requesting office(s) for their review and assistance in clarifying requirements for the CO and/or Office of Procurement Executive (A/OPE) as necessary for solicitation/quotation package finalization and approval for release.

Assist requiring office in preparation of an Independent Government Cost Estimate (IGCE) for all proposed contracts and purchases in accordance with the contracting handbook, and coordinates with RFMC to ensure funds are available for the desired services or supplies.

Cancels or amends solicitations as necessary.

Solicitation and Evaluation

Develops a list of potential contractors/vendors by researching the market and advertising solicitations in the newspaper or FedBizOps, as required. Also prepares FedBizOps Synopsis and sole-source

justifications as necessary. Invites potential offerors/bidders to a pre-proposal/pre-bid conference and/or site visit to explain contractual needs. Arranges/conducts conferences and site visits alone or as an assistant to the CO. Notes contractual and procedural questions raised by potential offerors/bidders and works with the CO to provide answers and minutes of meetings in writing to all offerors/bidders.

Identifies fiscal accounts to be charged and, where necessary, requests clarification of funding source from requesting office.

Considers the full range of possible sources as well as the various procurement techniques that are appropriate. Reaches a conclusion as to the means that represents the best overall value to the Government.

Requests bids or quotations by whatever means is appropriate. May visit vendors' establishments to determine capabilities and to negotiate price and other factors. Participates in negotiations between vendor, customer, Procurement, Contracting & Travel Supervisor and Contracting Officer. Reviews responses and quotes to identify the vendor whose offer/proposal best fulfills the needs of the requesting office at the best possible price.

In drafting purchase orders/modifications using the Ariba (ILMS) system, complies with all the requirements stated in Federal Acquisition Regulation (including, but not limited to, descriptions of goods, quantities, price, delivery terms, funding source, request reference, invoicing instructions and contract clauses). Obtains GSO and FMO authorization as appropriate.

In undertaking procurements using a purchase card or petty cash, complies with all policies and regulatory restrictions relating to such. Responsible for maintaining a log of all purchase card use, for the preparation of complete documentation relating to card use and reconciles monthly statement for review by the Contracting Officer.

Throughout the procurement process, the individual must remain cognizant of the ICASS Service Standards for the provision of procurement services. Provides information on procurement status to Procurement, Contracting & Travel Supervisor, customers, and alerts them if circumstances preclude procurement within the established time frames.

Develops and maintains market data relative to suppliers and prices. Maintains procurement reference materials including agency regulations and instructions, GSA catalogue, U.S. Federal Specifications and Standards, and examples of purchase orders that constitute precedents or exemplars. Coordinates delivery or pick up of goods and services which may include delivery to specified sites by diplomatic pouch, express courier services, freight forwarders, U.S. mail, hand delivery, or parcel post.

Maintains organized procurement files in accordance with regulations. Tracks and rectifies delayed and lost item deliveries, as required. Maintains, prepares and enters data and statistical information for various daily, monthly, quarterly and annual reports, including ICASS, FPDS, Purchase Card and Procurement Logs as necessary.

For negotiated solicitations: receives offers and prepares information for Technical Panel evaluation. Assists the CO in selection and briefing of panel members. Calculates price scores on behalf of the CO. Combines price scores with technical panel evaluations and reviews information, then passes to the CO for examination. Assists CO with drafting of letters and negotiation points for offerors selected within the competitive range. Assists the CO, as requested, with negotiations for best and final offers. Recalculate points as necessary. Upon final award the incumbent assembles contracts for award, signature and distribution.

Contract Administration

Monitors contracts and alerts the CO, Procurement, Contracting & Travel Supervisor and COR to any potential problems. Prepares draft contract/order modifications and letters for CO, COR and A/OPE approval when necessary. Monitors contract renewals and prepares documents for renewal. Assists

with clarification of contract terms and conditions. Works with CO and COR to assure compliance with terms of contract. Obtains funding and approval from FMO, CO and Contractor, as appropriate. Distributes copies as required.

Examines invoices and determines whether request for payment is in accordance with contract term. Since contract terms are often open to alternative interpretations, this process involves a significant intellectual and professional effort. Examination of invoices will normally involve working closely with contractor and COR. Identification and rectification of invoicing errors is a critical duty. Coordinates efforts with the CO, COR and RFMC. Additionally, in consultation with the CO and COR, determines whether it is in the best interests of the Government to continue or terminate a contract in accordance with applicable FAR and DOSAR regulations.

Maintains contract/purchase/delivery orders in accordance with departmental regulations. Develops and maintains all files and logbooks for contracting actions and prepares files for closeout and storage, prior to destruction. Prepares and enters data for monthly, quarterly and annual reports including ICASS and FPDS.

B. SIMPLIFIED ACQUISITIONS (30%)

The commodities and services that are procured by this individual, include, but are not limited to office furniture, computers and associated peripherals, office equipment and supplies, household furniture, furnishings, appliances and equipment, grounds maintenance services, vehicles, petroleum products, building and equipment maintenance, repair and cleaning, utility services and printing services.

Upon being assigned an approved procurement request by the Procurement, Contracting & Travel Supervisor determines the type of action necessary and sources from which the commodity or service is available. Reviews the specifications provided by the customer and determines whether additional clarification or information is necessary. May need to redraft specifications or scopes of work based on this additional input.

C. BACK-UP (10%)

Provides back-up support and assistance to other members of the Procurement & Contracting Unit staff as directed by the Procurement, Contracting & Travel Supervisor or the Supervisory General Services Officer (S/GSO).

Serves as back-up supervisor for Procurement, Contracting & Travel Supervisor when incumbent is absent.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of High School (Year 12) is required.
2. Five years of progressively responsible experience in procurement and/or formal contracting, logistics, customer service, accounting or related fields such as project management is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Knowledge of the nature of contracts and associated elements and Contract Administration is required.
5. Ability to work independently or as a team member, when required and to deal calmly and effectively with tight deadlines is required.
6. Must be well-organized and have the ability to conscientiously plan, prioritize and attend to the details of administering contract requirements and reporting requirements.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
All applicants must address the selection criteria with specific and comprehensive information supporting each item.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS JANUARY 9, 2015

The U.S. Mission in Australia 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References