



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Tri-Missions Vienna	2. AGENCY State Department	3a. POSITION NO. NEW: A52614
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCY 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 No. _____ Purchasing Agent (Title) (Series) (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <small>(mm-dd-yyyy)</small>
a. Post Classification Authority RSC Frankfurt	Purchasing Agent, 810	FSN-6	MG	03-17-2016
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Purchasing Agent	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Tri-Mission Vienna	a. First Subdivision JMO
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b. Second Subdivision GSO	c. Third Subdivision Procurement Office
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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.
<div style="border-top: 1px solid black; margin-top: 10px;"> Typed Name and Signature of Employee Date (mm-dd-yyyy) </div>	<div style="border-top: 1px solid black; margin-top: 10px;"> Typed Name and Signature of Supervisor Date (mm-dd-yyyy) </div>

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 the appropriate 3 FAH-2 standards.
<div style="border-top: 1px solid black; margin-top: 10px;"> Typed Name Signature of Section Chief of Agency Head Date (mm-dd-yyyy) </div>	<div style="border-top: 1px solid black; margin-top: 10px;"> Typed Name and Signature of Admin or Human Resources Officer Date (mm dd-yyyy) </div>

13. BASIC FUNCTION OF POSITION

Incumbent performs basic procurement services such as off-the-shelf purchases (incl. preparation of all paperwork) for Tri-Mission Vienna and other associated agencies accordance with FAM, FAR and DOSAR. Incumbent is an official USG purchase card holder procuring goods and services with his/her card. Provides administrative support and assists procurement staff with tasks such as eFiling, SAM registrations and contract close-out.

% OF TIME

14. MAJOR DUTIES AND RESPOSIBILITIES

The jobholder is responsible for "off-the-shelf" acquisition of goods and services for the U.S. Tri Mission Vienna and all associated agencies. The incumbent receives procurement requests from requesting offices/agencies, reviews these requests for completeness and requests quotations for these goods or services. Upon receipt of quotations, jobholder selects the lowest bidder for routine purchases or obtains approval from supervisor if necessary. Prepares proper purchase documents, and when approved, makes the purchase, often visiting the supplier's establishment to pick up the item(s) when urgent delivery is required.

25%

The jobholder assists all procurement agents with proper documentation in eFiling, this includes uploading complete order documentation in ARIBA and ILMS, attaching and documenting all quotations/ bids received and reviewing and uploading verification of list of Parties Excluded from Federal Procurement Programs in ILMS. Jobholder provides information regarding SAM (System for Award Management) registration (for all procurements over \$ 25,000) and assists vendors with registration process when necessary. Keeps a master list of all local vendors which are registered in SAM and follows up on registration renewals. Assists contracting staff with proper contract documentation especially contract-close out documents.

25%

The jobholder is an official U.S. Government purchase cardholder for purchases up to \$ 3,000. Responsible for making purchases on behalf of the USG through Government purchase card and performs reconciliation of credit card statement at the end of every month. Keeps the Government purchase card and its information secure and practices vigilance to identify and report any fraudulent activity on the card. Maintains appropriate supporting documents to undergo successful periodic Government purchase card program audits.

20%

Administrative part of this position includes translation of technical correspondence, quotations and work specifications in both languages, English and German; preparation of petty cash/purchase orders and credit card orders, preparation of visitor and workers access clearance requests, collection and maintenance of literature files, price lists or catalogues if required. Also responsible for data input into S/FPDS (State Federal Procurement Database System).

10%

Assists with the facilitation of random selection purchases by cleared U.S. personal, preparation of necessary paper work, escort clearances, proper transportation. All this must be performed in accordance with USG diplomatic security policy.

10%

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of secondary school is required.

b. Prior Work Experience:

1 year work experience in office administration or purchasing.

c. Post Entry Training:

PA297 - Purchase Card Self-Certification Training
PA397 - ILMS Introduction to Ariba for Procurement Agents
PA247 - FSN Commercial Acquisitions
PA229 - Simplified Acquisition Procedures
Smith Systems Training
PA453 - Ethics Orientation for New Locally Employed Staff

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)

English - Level III
German - Level III

e. Job Knowledges:

A good working knowledge of the DOSAR, the FAR and other procurement regulations which relate to purchasing "off-the-shelf" items. Good working knowledge of all procedures regarding eFiling and proper documentation of procurement and contracting files. Must have a good knowledge of local market practices and supplies. This level of expertise must be obtained within the first year of employment.

f. Skills and Abilities:

Ability to deal with people on professional basis. Ability to work independently. Computer proficiency: intermediate level of MS office applications. Incumbent must be accurate and well organized. Drivers license class "B". Job might require some physical efforts such as carrying purchases/packages during random selection process or mail distribution.

16. POSITION ELEMENTS

- a. Supervision Received:
Procurement Supervisor

- b. Supervision Exercised:
N/A

- c. Available Guidelines:
FAR, DOSAR, 14 FAM 200, Overseas Contracting and Simplified Acquisitions Handbook, ILMS Knowledge Center, Cables, PIBs, and guidance from A/OPE.

- d. Exercise of Judgment:
Must exercise some judgment regarding off-the-shelf purchases. Determines suitability of vendors and whether products or services meet USG standards.

- e. Authority to Make Commitments:
N/A

- f. Nature, Level, and Purpose of Contacts:
Working level contacts at companies to negotiate terms and conditions on behalf of the USG. LE staff and some American support staff from various offices and agencies requesting services

- g. Time Required to Reach Full Performance Level:
1 year

