

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

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

1. Post <b>Belmopan, Belize</b>	2. Agency <b>Department of State</b>	3a. Position Number
------------------------------------	---	---------------------

3b. Subject to Identical Position? 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) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- b. New Position \_\_\_\_\_
- c. Other (explain New incumbent) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>RHRO</b>	<b>Purchasing Agent, 0810</b>			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <b>Vacant</b>
---	--------------------------------------

8. Office / Section	a. First Subdivision: <b>Management Office</b>
---------------------	---

b. Second <b>General Services Office</b>	b. Third Subdivision: <b>Procurement</b>
---	---

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

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  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head      Date (mm-dd-yyyy)	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.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      Date (mm-dd-yyyy)
---	--

**13. Basic Function of Position**

Incumbent purchases local and off-shore items needed for the Embassy and its participating agencies; handles routine procurement requirements and off-the shelf items and services; ascertains that all actions conform to current acquisition regulations; maintains procurement files and spreadsheets; periodically reviews status of orders and follows up with vendors; is holder of a Government Purchase Card.

#### 14. Major Duties and Responsibilities

##### **Procurement/Purchasing**

**80% OF THE TIME**

The incumbent is responsible for the procurement of commodities, supplies and services for the U.S. Embassy and Agencies in accordance with ICASS agreements, CMI standards and post policies to obtain the best value through the usage of ICASS Program and other agency funds. The Purchasing Agent executes procurement actions including but not limited to: reviewing the assigned procurement request and its description and specification; conducting market research from mandatory and other prospective sources such as U.S. and local commercial vendors; preparing appropriate request for prices verbally or by issuing formal solicitations by taking into account the requirements; ensuring the award remains in the best interest of the USG financially and ethically; negotiating on behalf of the U.S. government to finalize purchases; preparing procurement actions in ARIBA/ILMS in the form of blanket purchase agreements, purchase orders, and contracts; placing order for requested goods or services and ensuring that goods/services are delivered in a timely fashion; amending orders as needed due to discontinued products, deadlines, change in prices, etc.; following up with vendor and customer until the order is closed-out; responsible for assisting other procurement staff on projects.

Upon decision by the Procurement Agent, prepares purchase order to extent necessary to insure prompt delivery. Performs “off-the-shelf” purchasing locally and through U.S. vendors, which include preparing vouchers, purchase orders including purchase card orders, Blanket Purchase Agreement (BPA) orders (for local supplies and services) and indefinite delivery orders. This process includes consulting with requestors and vendors for probable sources of supplies, specifications of items, and requesting bids or quotations by telephone, fax, internet or mail. Reviews procurement requests for completeness and the presence of necessary, technical information, conferring with the requestor as needed. Incumbent uses the post procurement library and the Internet as frequent sources of supply.

The incumbent shares responsibility for procurement actions using the mechanisms described in the Simplified Acquisitions Method, and executes procurements through the ARIBA module of the Integrated Logistics Management System (ILMS), utilizing various procurement tools including Purchase Orders, Delivery Orders, Government Purchase Cards, and Blanket Purchase Agreements. Incumbent maintains procurement reference materials including agency regulations and instructions, GSA catalogue, U.S. Federal Specifications and Standards, and examples of contracts, and purchase orders which constituted or may be used as precedents.

After orders have been approved, supply vendors (via telephone, fax, mail or internet) with copy of purchase orders and appropriate Embassy personnel with copies of the order. Immediately prepares an electronic file for each purchase and enter information for each file in the purchase order log. Responsible for reviewing and processing invoices/billings, obtaining necessary approvals and required receiving reports and submitting these to FMO for payment request of all purchase orders, contracts, BPA and IDIQ orders. Responsible for documenting files with appropriate contract documents such as sole source justification and the State/Federal Procurement Data System reporting and other related contracting administrative documents for auditing tracking purposes.

The incumbent serves as a point of contact for several offices/agencies addressing general and complex issues of concern and as a process manager that follows procurements for those offices from “customer order”, “receipt” and “vendor payment.” The incumbent shall submit and maintain required regulatory acquisition reporting documents. Incumbent receives incoming calls, visits from vendors and customers with the purpose of resolving problems and clarifying specifications. He/she follows-up with vendors to ensure timely delivery of orders as per promised delivery date and on outstanding orders. Incumbent assists vendors in locating and with the supervision of the Procurement agent, resolves pending/outstanding payments.

The incumbent is responsible in planning and organizing work, setting priorities, and making the most efficient use of available resources. Follows-up on purchases to ensure timely delivery of materials ordered, using ILMS to track the status of orders, and communicates regularly with GSO staff, customers and vendors as necessary.



The incumbent is estimated to process up to approximately USD \$6 million dollars of requisitions in a fiscal year. Is a purchase card holder with a single purchase limit of USD \$3,000.00 and a monthly purchase limit of USD \$50,000.00, yearly purchases up to \$600,000 USD. As Cardholder of a Government SMARTPAY Purchase Card, is responsible for its proper use, maintenance, record keeping, complying with policies and procedures to ensure effective procurement, statement reconciliation and follows through on orders until they are received.

Submit S/FPDS (State/Federal Procurement Data System) report via ILMS, for orders exceeding USD \$3,000.

Maintains and process requests for U.S. and Local Stamps for official use and requests for Newspaper and Magazine Subscriptions, including renewals.

Is responsible for the procurement office electronic filing system, procurement library and up-dating and maintaining the 6 FAM, FAR, A/OPE and other regulatory manuals.

Arranges for the repair and maintenance of copiers for the Pol/Econ, PD, NAS, Management and Consular Sections.

Incumbent is in charge of the section's office supplies to include replenishing stock.

**Back-Up Shipment and/or Realty Assistant**

**10% OF THE TIME**

In the absence of the Shipment Travel Assistant and the Realty Assistant, the incumbent will perform other duties as assigned. The work performed will be routine and at the prior approval and supervision of the GSO.

**SharePoint**

**10% OF THE TIME**

SharePoint: Assists the GSO to maintain the SharePoint site for the General Services Section. Incumbent to serves as post's intranet SharePoint administrator for the GSO section with duties including adding and modifying content, managing users and groups, creating and deleting schedules/contacts and customizing the site.

**Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

## 15. Qualifications Required For Effective Performance

### a. Education

Completion of an Associates degree in Business Management or other related field is required.

### b. Prior Work Experience

Three years of progressively responsible experience in purchasing and market research of which a minimum of two years' experience should be in procurement work. Qualified candidates will have had previous experience purchasing off-the-shelf supplies/equipment, evaluating offers and making purchase recommendations on a variety of factors, including cost and/or technical ability.

### c. Post Entry Training

PS 800 – Cyber Security Awareness, Equal Employment Opportunity (EEO) Training, PA-453 – Ethics Orientation for New LE Staff; PA-496 – LE Staff Performance Management Evaluation (State 108379), Service; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training course (14 State 94630), PA 247 – Commercial Item Acquisition Workshop, Online Training Skill Soft 49921 - Overview of Government Contracts and Online Training; PA-377 ILMS Overseas ARIBA; PA-123 – Managing Customer Service; PA 299 – Simplified Acquisition procedures version 1.0; PA252 – Contract Administration; Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook 2003; SharePoint 2007 Essentials; Creating/Managing Personal Sites and Searches in SharePoint 2007. PS586 – MS SharePoint 2007: Business Users; PS587 – MS SharePoint 2007: Site Owners; PA-497 - Purchase Card Training.

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

Level IV (Fluent Working Knowledge) Speaking/Reading/Writing English is required.

### e. Job Knowledge

Must have considerable knowledge of contracting procedures and business accounting regulations, and of purchase ordering procedures. Must have a good knowledge of overseas, local market practices, and of the capability and reliability of suppliers. Must have an in depth understanding of local and US pricing customs and practices. Must have an in depth working knowledge of U.S. and local market practices and suppliers. Considerable working knowledge of those sections of Department of State and associated agency procurement procedures, regulations and instructions which relate to purchasing of U.S. Federal Specifications and Standards related to such items is required.

### f. Skills and Abilities

Must have the ability to perform duties independently, with initiative and effectiveness. Must have the ability to negotiate effectively at the advantage of the USG. Ability to work independently to manage all aspects of the position to include managing their time and resources appropriately. Excellent customer service and communication skills customer service and communication skills. Excellent working knowledge of MS Word and Excel required. Must exercise creative problem solving skills, sound judgment for contract negotiation and an attention to detail when executing procurement requests.

## 16. Position elements

### a. Supervision Received

Incumbent receives direct supervision from the Procurement Agent and General Services Officer/Contractor Officer.

### b. Supervision Exercised

None

### c. Available Guidelines

GSA catalog and Federal Acquisition Regulation (FAR), previous contract procurement actions and local market pricing and other practices.

### d. Exercise of Judgment

Incumbent uses best judgment to determine the best supplier for products and services.

### e. Authority To Make Commitments

None

### f. Nature, Level, and Purpose of Contacts

Local vendors and suppliers and Department of State and associated agency procurement sections.

### g. Time Expected to Reach Full Performance Level

One year