

POSITION: PURCHASING AGENT (FSN-7)

BASIC FUNCTION OF POSITION

Responsible for the procurement of essential goods and services from local and offshore sources. Reviews purchase requests, determines purchasing or contract action, sources and negotiates with vendor, coordinates local purchases and delivery orders. Prepares procurement actions for approval by the Contracting Officer. Monitors procurement actions up to delivery and final payment. Seeks vendor sources primarily via GSA catalogues, GSA contractors, Department of State Associated Agencies Supply Services, US Open Markets, Regional Procurement Support Office (RPSO), European Logistics Support Office (ELSO) or the local market. Responsible for overall contract administration of all Facility Maintenance related contract services.

MAJOR DUTIES AND RESPONSIBILITIES

Contract Administration - 45 %

Manages all contracting activities for Facilities Maintenance: advertising, solicitation preparation, site visits management, offer receipt, and purchase order issuance. Manages communications with contractors before and during the solicitation stages. Handles contract administration tasks during the contract performance stage as directed by the Contracting Officer. Assists Procurement Supervisor in solicitation, drafting, acceptance, administration, final completion, revision and termination of long-term contracts for the Embassy. Establishes and maintains all contracting files in accordance with 6 FAM. Must be knowledgeable in U.S. contract regulations - Federal Acquisition Regulations and Department of State Acquisition Regulations.

Off-shore and Local Procurement - 45%

Researches worldwide and local markets, U.S. sources, catalogues and internet/intranet for Federal Supply Schedule source materials or items, and evaluates specifications to meet Embassy's needs in accordance with 6 FAM, Federal Requisitions (FAR), Department of State Acquisition Regulations (DOSAR), U.S. Military Regulations and local government laws and regulations for approval by GSO. Tracks price quotations and bids. Ensures that modes of transportation for purchased products follow U.S. guidelines. Maintains correspondence via mail, e-mail, and telephone and recommends the best purchase option in accordance with source evaluation. Recommendations include merchandise or service quality, bidder capability, standardization of products. Range of items procured include office and household furniture and furnishings, office machines and equipment, uniforms, expendable supplies, printing services, art and graphics supplies, automotive parts, carpets, drapes, light fixtures and upholstery for the Mission. Reviews outstanding purchase orders, drafts follow-up letters, and telegrams as appropriate with instruction and guidance provided by the Procurement Supervisor or GSO. Maintains files of catalogues, price lists, and publication records for all commodities required. Prepares local and U.S. routine purchase orders as required. Develops and maintains market data of all suppliers and prices of items purchased. Maintains accurate records of all procurement

actions, including vendor lists, ordering and shipping data, and prepares USG and Post required reports and procurement reconciliation, using file systems and computer based software programs. Maintains and updates comprehensive catalog files and price lists, and publication records. Searches for and recommends new sources for procurement.

The majority of the items are typically very difficult to locate and therefore the incumbent routinely makes extended searches in local and offshore areas to find suppliers of these items. Prepares requests for bids and quotations by telephone, and correspondence. Reviews quotes and bids, and prepares summaries and analyses of all offers, including recommendations as to the best offer, based on consideration of price, proposed delivery schedules, bidder's capabilities and reputation, and other similar factors. Obtains and prepares technical specifications, estimates probable cost, and identifies funds to which purchase is to be charged. Upon decision of the GSO, prepares documentation for the procurement actions in accordance with USG regulations and Post policies. Prepares all procurement related certifications, waivers, justifications, bids and quotes.

Procurement Supervisor Back-up - 10%

Serves as backup to the Procurement Supervisor in that person's absence and performs other duties as assigned by the General Services Officer. Performs other related duties, as directed, in support of the overall mission.