



**14. MAJOR DUTIES AND RESPONSIBILITIES****75% OF THE TIME**

- 1) Receive DS-1970s and review for completeness to include statement of work (SOW), Government Cost Estimate (GCE), funding data, necessary approvals, drawings, recommended source list;
- 2) Assist requiring offices (RO) in the development of complete procurement packages, including items listed in 1 above;
- 3) Assist RO in obtaining written commitment of funding from FMO or other agency funding source;
- 4) Prepares solicitations, including determining contract terms, conditions and Federal Acquisition regulation (FAR) clauses applicable to the particular requirements;
- 5) Develop solicitations mailing list;
- 6) Ensure proper regulatory approvals are obtained;
- 7) Manage site visits and pre-proposal conferences and draft answers/clarifications based on same;
- 8) Evaluate proposals received to ensure technical compliance and appoint and provide guidance to properly qualified technical evaluations panel (TEP);
- 9) May deliver documents to customs office and make non-technical explanations of the documents in the language of the country;
- 10) Prepare market surveys;
- 11) Prepare final proposals for RO review;
- 12) Determine responsibility of potential sources/vendors;
- 13) Provide advice to CO regarding all USG contract requests and regulations;
- 14) Draft Award Determination Memorandum, Price Negotiation memorandum and request for Final Proposal revision, as required;
- 15) Coordinate and conduct post-award orientation conferences;
- 16) Prepare all formal contract modifications;
- 17) Track and exercise contract options in a timely manner;
- 18) Monitor contractor compliance with contract terms and conditions with input from COR;
- 19) Prepare documentation for contract close-out; and
- 20) Administer contracts in order to assure the Contracting Officer's Representatives and the Contractors are in compliance with the Contract's terms and conditions by holding meetings with the parties involved. Must be able to identify potential problems to bring the Contracting Officer in order to proceed accordingly. Shall maintain spreadsheets to monitor contract funding, IDIQ bulk funding and audit the bulk funding records of the CORs and advise as to deficiencies or errors in same.

**Customer Service****5% of the time**

Meet with ROs for upcoming contracts and to answer questions about the process. Provides regulations and procedures on contracts. Maintain good working relationship with ROs and the Financial Management Center. Work to promote partnerships between the two offices through regular contact and gaining knowledge of the internal financial processes.

**Regulatory Reporting:** Responsible for maintenance of the State Department Federal Procurement data System, complying with monthly deadlines for reporting.

**5% of the time**

**Special Projects:** Assist the CO in the management of projects for the Procurement Unit, including but not limited to the implementation of State Department electronic programs and/or the drafting of new models for solicitations.

**5% of the time**

**Procurement:** Provides procurement support to the Procurement Agents during end of year procurements and at other critical times as necessary based on procurement workload with aid of the USG Procurement Card, when applicable.

15. Qualifications Required For Effective Performancea. Education:

**4 years degree in business administration, finance or law.**

b. Prior Work Experience:

A minimum of 3 years of work in a position with the U.S. government, management, law, business or finance

c. Post Entry Training:

Successful completion of the 4-week Acquisition GSO module at FSI after six months of successful performance; after 1 year of successful performance, proceed to 1 week Contract Administration module; 1 week Commercial items module; and 1 week Special Contracts module. Smith System Training

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

English Level IV (reading/writing)

Spanish Level IV (reading/writing)

e. Job Knowledge:

Knowledge of State and other USG procurement regulations and procedures, including FAR and the Department of State Acquisition Regulations (DOSAR); USG Procurement Card regulations, extensive grasp of the Host Government labor laws and procurement regulations.

f. Skills and Abilities:

High level of analytical skills and ability to apply complex regulations to the constantly changing market environment; proficiency in Microsoft Office; ability to interpret complex regulations and prepare contracting documents based on those interpretations. Must type 40 wpm

16. Position Elementsa. Supervision Received:

Works under the direct supervision of the Contracting Officer.

b. Supervision Exercised:

Provides guidance and training to procurement agents for formal contracts and contracting administration. Provides direct supervision as well as direction to all Contracting Officer Representatives (CORs) on all formal Contracts.

c. Available Guidelines:

FAR, DOSAR, Overseas Contracting "Cookbook", FAM/FAH, A/OPE, Procurement Bulletins (PIBS), USG Procurement Card regulations and other Agency regulatory authorities.

c. Exercise of Judgment:

Must be able to identify proper procurement/contracting instruments for each requirement and determine applicable FAR and DOSAR clauses for each action; in all contracts, including complex high-value contracts, must be able to determine when to initiate proper remedies to substandard performance and direct CORs regarding same.

d. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Maintains daily contact with Post Management level personnel in satisfying their contracting requirements. Has frequent contact with upper management personnel, such as Vice Presidents and General Managers of US and local commercial firms and construction companies; works directly with Office of the Procurement Executive (OPE) in Washington in developing solicitations.

g. Time Expected to Reach Full Performance Level:

Two years with prior procurement and/or contracting knowledge. Three years without prior procurement and/or contracting knowledge.