



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number
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3b. Subject to Identical Positions? 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) Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	PROCUREMENT AGENT	FSN- 7	HI	12-06-2011
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">PROCUREMENT AGENT</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">AMERICAN EMBASSY, ABIDJAN COTE D'IVOIRE</p>	a. First Subdivision <p style="text-align: center;">ADMINISTRATIVE</p>
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b. Second Subdivision <p style="text-align: center;">GENERAL SERVICES OFFICE</p>	c. Third Subdivision <p style="text-align: center;">PROCUREMENT</p>
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9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">Vacant</p> _____ Typed Name and Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)
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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. _____ Typed Name and 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. _____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)
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13. Basic Function Of Position
 The GSO Procurement Agent procures a variety of commodities, often of a technical nature, for mission agencies via local and overseas purchase order action. The agent prepares solicitations for service, maintenance and constructions contracts for various mission agencies.

14. Major Duties and Responsibilities 100 % of Time
 40%
 The incumbent reviews procurement requests for the necessary technical information required for purchasing as well as completeness and following up with requesters as necessary. He/she obtains or prepares technical specifications, estimates probable costs and identifies financial accounts the purchase.

The GSO Procurement Agent ascertains probable sources of supply through requests for bids or quotations by telephone, email correspondence and/or advertisement. The agent reviews responses, prepares summaries and analyses of quotes and makes recommendation for the best offer considering the price, vendor's quality, reputation and any other factors pertinent to purchasing. (See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Three years of progressively responsible experience in the procurement and related field.
A minimum of two years experience in procurement work in the USG agency.

c. Post Entry Training

Must be computer literate. Will receive basic procurement training at local and overseas level.
Must receive training in Contracting and Contract Administration.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level 3 in both English and French language

e. Job Knowledge

A good working knowledge of DOS associated agency procurement regulations, instructions and procedure.

f. Skills and Abilities

Must have good knowledge of local market practices and the capability of local suppliers.
Must understand local pricing customs and practices.

16. Position Element

a. Supervision Received

Direct supervision from Procurement Supervisor

b. Supervision Exercised

None

c. Available Guidelines

FAM, FAR, DOSAR and A/OPE.
Mission procurement guide and policy.

d. Exercise of Judgment

Must understand limitations of the job and prioritize this variety of duties appropriately.

e. Authority to Make Commitments

Limited commitments are related to the recommendations of sources and types of items to purchase.

f. Nature, Level, and Purpose of Contacts

Regular contact with local and overseas vendors. GSA sales representatives, and requisition staff at other USG agencies. Daily contact with American citizens and LES staff.

g. Time Expected to Reach Full Performance Level

Operational upon entry of the position.

Addendum 1

Once a purchasing decision is made, the Procurement agent prepares purchase orders and follows up with the vendor to ensure prompt delivery. The agent may have to make extended searches in local and overseas markets to find suppliers of certain technical items of quality and cost advantage. He/she maintains and develops market data relative to suppliers and prices of items purchased in order to support competitive selection in purchasing.

40%

The GSO Procurement agent examines invoices from to ensure conformity to the original authorized purchase order. He/she prepares invoices for submission to RBFO for payment and follows up payments for to meet the 30 day payment deadline. The agent verifies work quality standards and hours worked for services rendered. He/she keeps records and reports all invoices subject to tax payment. The Procurement agent tracks the status of purchase order for requesting offices and prepares pertinent procurement reports.

20%

The GSO Procurement agent places orders with petroleum and cooking gas companies and also arranges for timely deliveries. He/she verifies the quantity and quality of received supplies and ensures delivery to the NEC or GSO Warehouse. The agent maintains a tracking system for fuel orders and submits quarterly franchise requests for duty free gasoline and diesel fuel.