

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Procurement Clerk /810, PSA-06-FP-08

Open To: All Interested Candidates - All sources

Vacancy Opening Date: May 15, 2015

Vacancy Closing Date: May 28, 2015

Work Hours: Full-time; 40 hours/week

Basic Function of Position:

Assists the Procurement Agent in sourcing, ordering and requisitioning a variety of commodities – both “off the shelf” and of a technical nature – by local and non-local purchase action. Methods of purchase include petty cash, BPA, purchase orders, requisitions and the government purchase card.

Major Duties and Responsibilities:

Review of Procurement Requests and Preparation for Purchase: 30%

For simplified acquisitions, assists the Procurement Agent by reviewing procurement requests for completeness and presence of necessary technical information, conferring with originator if necessary. Obtains or prepares technical specifications, estimate probable cost, and identifies financial accounts to which the purchase be charged.

Ascertains probable sources of supply (which include the local sources, the US, Europe and South Africa), and requests bids or quotations by telephone, correspondence, and advertisement. Reviews responses and prepares summaries and analysis, including recommendations as to best offer, considering price, known quality of supplier’s products and reputation, and similar factors. In routine purchases, may have authority to select lowest bidder; in other cases, obtains approval of the Procurement Agent and, in some cases, the General Services Officer. Identifies mandatory sources and compliance with FAR requirement competition regulations.

Purchase Document Preparation, Purchasing and Follow-Up: 30%

Upon decision by the Procurement Agent or General Service Officer, prepares purchase order and supporting paperwork. ILMS Ariba and ILMS e-Filing are mandatory and must be used to ensure an accurate order, prompt delivery, and compliance with shipping requirements. The procurement clerk is responsible for ensuring all of the details in the purchase order are correct and for tracking the status of all purchases from the moment the order is placed with the vendor until the product arrives at the Embassy. Typical items purchased might include hardware, office supplies, furniture, construction or maintenance supplies and spare parts, electronics and other items of a technical nature, and certain services. Provides follow-up shipping information through direct contact with vendors, dispatch and post shipping assistant.

Recordkeeping and Administrative: 30%

Assists Procurement Agent by maintaining accurate and up-to-date files in ILMS ARIBA, S/FPDS for quarterly reporting, ILMS e-Filing, logs for purchase orders, BPA and purchase card purchases and invoices sent for payment. Maintains purchase order, BPA, requisition and other electronic copy files, as well as files on specialized purchases such as magazine subscriptions, cell phone contracts and July 4 event purchases. Keeps a file of procurement requests that have been put on hold pending end-of year funds.

Maintains an up-to-date procurement and contracting library that includes related US government regulations and current sources of information including an organized, accessible library of vendor catalogues, data sheets and price lists. Maintains an up-to-date list of Embassy contractors, including quality of performance and contact information. Develops and maintain market data relative to suppliers and prices of items purchased.

Other Duties as assigned by the GSO: 10%

Including acting as backup Procurement Agent. May also be assigned one off projects that could include process or order tracking improvement.

Qualifications Required for Effective Performance:

Education

Completion of high school or equivalent plus two years of post-secondary education is required.

Prior Work Experience

Two years of experience in purchasing or related commercial or governmental work.

Post Entry Training

GSO Acquisitions course all at once if possible, or in subsections as available. Must have a good working knowledge of DOS procurement regulations, instructions and procedures pertaining to purchasing.

Language Proficiency: List both English and host country language(s) by level and specialization.

English: Level IV (fluency) speaking, Level IV reading required.

French: Level IV speaking, Level IV reading.

Knowledge

Must have knowledge of local market practices, and of the capability and reliability of local suppliers. Must be familiar with purchasing via the Internet, use of credit cards, and customs clearance procedures.

Skills and Abilities

Ability to type at level 1 (40 wpm) and use of Microsoft suite of office products (Word, Excel, Outlook, etc.). Attention to detail and organization. Ability to gain a thorough understanding of 14 FAM 200 (Acquisitions) and of USG procurement regulations. Ability to negotiate for simple services and prices.

Position Elements:**Supervision Received**

Direct supervision from the Procurement Agent, indirect supervision from the General Services Officer.

Available Guidelines

14 FAM (Logistics Management) FAR, DOSAR, A/OPE Cookbook and other agencies' procurement regulations. Management Notices and Department of State Intranet Resources. Knowledge of local market pricing and other practices.

Exercise of Judgment

Considerable judgment is involved in contract negotiation and in purchase order price negotiation. Must be tactful, yet effective in dealings with suppliers.

Must exercise a great deal of judgment to decide upon appropriate procurement means and to choose between similar products to find the right items/services at a fair price, which meets all requirements of the requestor.

Authority to Make Commitments

With signature of the GSO, may make petty cash or BPA purchases up to \$500.

With the approval of both the GSO and B&F, can make purchase with a government purchase card up to \$3,000/purchase and \$10,000/month.

Nature, Level and Purpose of Contacts

Basic contact with requesting offices to determine technical specifications.

Extensive contact with B&F office and the Receiving Officer.

Supervision Exercised

None.

Time Required to Perform Full Range of Duties after Entry into the Position

1 year.