



### INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. Post</b> <b>GUATEMALA</b>	<b>2. Agency</b> <b>State/INL</b>	<b>3a. Position Number</b> <b>312201 A60036</b>
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**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 See NSDD-38 Decision Memo \_\_\_\_\_

c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Procurement Agent, 810	FSN-7		
b. Other				
c. Proposed by Initiating Office				

<b>6. Post Title Position (If different from official title)</b> INL Procurement Agent	<b>7. Name of Employee</b> New position
<b>8. Office / Section</b> US Embassy Guatemala	<b>a. First Subdivision</b> INL
<b>b. Second Subdivision</b>	<b>c. Third Subdivision</b>

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

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

**13. Basic Function of Position**

Incumbent works under the supervision of the Procurement Team Leader. The incumbent is responsible for supporting a myriad of INL programs/projects acquisitions and contracts with an approximate annual value of \$2,000,000.00, including the implementation, administration and performance of such contracts and their collateral administrative duties thereof. The incumbent prepares purchase actions and their proper documentation for commodities and services based on FAR, DOSAR and INL supplemental regulations (sole source/origin waivers, etc.). The incumbent is responsible for developing special projects assigned that require planning, work prioritization resolution of project problems and deadlines. The incumbent is an active member of the US Government Purchase Card Program by controlling, using and maintaining a government purchase card with a high limit of \$25,000 per transaction and \$100,000 per month. Incumbent must coordinate with INL management at post, INL/RM/GAPP in Washington, RPSO Ft. Lauderdale, post GSO and FMO, other agencies at post and GOG officials.

**14. Major Duties and Responsibilities**

\_\_\_\_\_ % of Time

**PROCUREMENT/ACQUISITION SUPPORT****75 % of time**

Incumbent is capable to perform procurement functions in support of all INL-Guatemala program/projects, as well as, on occasion other U.S. law Enforcement Agencies.

Incumbent will specifically handle the contract requests and follow up to bring on board about 30 - 50 Third Party Consultants (TPCs) throughout a year cycle. This includes reviewing SOWs from Program Managers, who are the original requestors, preparing IGCE's and the required documentation to process the request through Ariba. In addition to new contracts, incumbent will be in charge of modifications and close outs.

In order to accomplish procurement functions incumbent works closely with post General Services Office (GSO) procurement, INL Resources Management (INL/RM/GAPP) procurement in Washington DC and the Regional Procurement Support Office (RPSO) in Ft. Lauderdale, Florida. Work load shall be assigned and supervised by the Procurement Team Leader.

Incumbent works with program assistants, program managers and other agencies at post to ensure that Statements of Work (SOW) and technical specifications for supplies/services to be purchased/contracted are complete and appropriate, including applicable terms and conditions, conducts market research to include identifying sources of supplies/services and obtaining pricing information via price/cost analysis and creating independent government cost estimates (IGCE) as needed. Incumbent, also identifies sources or supply (US or local based vendors), determines type of action necessary, reviews and completes requisition's specifications for the acquisition process of commodities and/or services throughout the Request of Quotation (RFQ) process ensuring full and open competition (via telephone, correspondence or public advertisement), reviews responses and prepares summaries/comparison chart for further evaluation, analyses results and recommends award determination based on technical acceptability and best price offer. For any non-purchase card orders, incumbent ensures adequate funding is available for services required and makes all required entries into the procurement system via the Integrated Logistics Management System's (ILMS) Ariba.

Designated as a High Limit INL Section USG credit card holder with a single purchase limit up to \$25,000 and \$100,000 monthly purchase limit to process acquisition documentation in compliance with the program regulations, including funds certification by the FMO in order to properly sign and award purchase card orders to vendors. On average, incumbent processes 175 credit card purchases per year with a total value of \$250,000.00. Incumbent is also responsible for safe keeping of the credit card, controlling its use and maintaining accurate records of transactions. Reviews purchase requests and payment documents, assures funding availability and prepares monthly reconciliations to be submitted to Approving Official for his/her review and signature and forwarded to FMO for payment process.

The Purchasing Agent is responsible for knowing, understanding and using Procurement Regulations and References, such as Federal Acquisitions Regulations (FAR), Department of State Acquisition Regulations (DOSAR), INL Procurement Handbook Regulations, GSA/e-Buy webpage, Worldwide Purchase Card Program Regulations, procurement formats and packages provided in A/OPE webpage. Under the supervision of the Procurement Team Leader, incumbent assists in the drafting of procurement related documents such as Justifications for Other than Full and Open Competition (JFOC), waivers to the Buy American Act and assists in the formulation and revision of processes and policies as they relate to INL procurements.

Designated as user of the SAT SAQBE software to issues IVA exemption forms for all credit card purchases.

**ADMINISTRATIVE DUTIES****20 % of time**

The incumbent will be informed and/or follows up on the status of all procurement actions to the extent necessary, including the preparation of required correspondence, transportation, shipping/customs clearance instructions, delivery of items and/or completion of services, keeping Procurement Team Leader and all other key personnel (program managers, warehouse, USG dispatch agency, freight forwarding companies, etc.) informed on the status of the procurements.

Assist in the resolution of problems, compliance with deliveries of services/items and any additional customer service assistance required for the conclusion of the services/purchases performed.

Prepares official correspondence, reports, letters, memorandums and messages as required, in both English and Spanish. Maintains centralized procurement files.

**OTHER ASSIGNED DUTIES AS REQUIRED****5 % of time**

Performs a variety of other administrative and program related duties as required and assigned by his/her supervisor. Incumbent is required to maintain a valid Guatemalan driver's license and complete the SMITH driver's training prior to operating any Government owned vehicle.



When needed, involved in the warranty claim process with vendors and original requestors of goods/services.

#### 15. Qualifications Required For Effective Performance

a. Education

Four year university degree with studies in business administration, management, accounting or finance is required.

b. Prior Work Experience

Three (3) years of experience working in a procurement related field is required.

c. Post Entry Training

During probationary period, incumbent must take Government Purchase Card Use training and Procurement training. Incumbent will also receive on-the-job training at post and, funding permitting, via a TDY to another INL Section in Central America to learn INL's mission and procedures. Incumbent must be knowledgeable of the INL Financial Hand Book and the Acquisition Handbook. Upon requirements of INL-Guatemala, incumbent maybe required to obtain Contracting Officer Representative (COR) and Grants Officer Representative (GOR) certification.

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

Level IV Speaking/Reading/Writing English and Level IV Speaking/Reading/Writing Spanish are required.

e. Job Knowledge

Proficient in Microsoft Office software programs (Level IV) Good Working knowledge. Must know basic procurement procedures. Good knowledge of stores and their locations in Guatemala is required. Must know how to conduct market research via the Internet. Driving (must maintain a valid Guatemalan driver's license).

f. Skills and Abilities

Negotiation skills and ability to deal with sensitive customers. Good communication skills to obtain quotes for products and services. Customer service oriented. Ability to draft letters, memos, and general correspondence in English and Spanish.

#### 16. Position element

a. Supervision Received

Under the direct supervision of the Procurement Team Leader in the INL Section.

b. Supervision Exercised

None. However, must be able to interface and follow-up with others involved in the procurement process, review the work of others in procurement related areas such as drafting of Statements of Work, specifications, etc. and provide positive constructive feedback to others involved in the procurement process.

c. Available Guidelines

Federal Acquisition Regulations as supplemented by the Department of State, Foreign Affairs Manual, INL Procurement guidelines, INL SOPs, post policies and procedures.

d. Exercise of Judgment

Incumbent will be coordinating with various USG agencies and GOG officials. Also, incumbent will be dealing with various contractors and vendors. This will require a high degree of decorum and judgment. Incumbent exercises independent judgment in the performance of most duties and makes decisions on an "Acting" basis at times.

e. Authority to make Commitments

None independently. Only those authorized by a warranted contracting officer as required under U.S. law.

f. Nature, Level, and Purpose of Contacts

Communicates with mid-level personnel in INL, RPSO, INL, GSO, FMO, other agencies assigned to post, GOG officials and other INL offices. Communicates with vendors and contractors.

g. Time expected to Reach Full Performance Level

One year.