

14. MAJOR DUTIES AND RESPONSIBILITIES

80% of Time

Purchasing Agent: The incumbent works under the supervision of the ODC Administrative and Budget Officer. Using the Simplified Acquisition Method, incumbent manages the ODC's procurement activities and processes procurement requests through GSO for the acquisition of a wide variety of goods and services, including but not limited to telephone communications services, telephone devices, office supplies, information technology equipment and programs, security devices and equipment, fax and copy machines, Internet and TV cable services, furniture rental, maintenance equipment and corresponding tools, office furniture and modules, household appliances, purchase of vehicles, armoring of vehicles, construction projects, specialized electronic equipment, health insurance, rental of hotel rooms, conferences rooms and equipment needed for meetings to support ODC activities, broker and transportation services, and personal services contracts such as translation/interpretation services. Incumbent is also responsible for correctly classifying and maintaining procurement files as required by DoD and other USG federal regulations. Additionally, incumbent will coordinate with the ODC Chief's Administrative Assistant on establishing section specific purchase orders. Total contracting actions may amount up to \$3 million USD per annum.

For each request, the incumbent performs the following functions:

1. Receives procurement requests and reviews them for accuracy and technical specifications, ensuring the requesting party provides enough information to make a successful purchase. When information is insufficient, notifies the requesting office and advises. If necessary, discusses special requirements requesting party.
2. Ensures that the competition process is properly carried out when applicable.
3. Determines the type of procurement action to be taken for each purchase request and ensures the necessary supporting documentation is in the purchase files.
4. Obtains or prepares specifications, estimates probable cost, and identifies fiscal accounts to be charged.
5. Researches possible vendor sources, requests bids/quotations by telephone, email, in writing or other means from local and U.S. vendors. Follows the "Table of routine Standard Time" sending out at least the minimum number of requests for quotations. Additionally, incumbent reviews the Federal Supply Schedules (FSS) to utilize preferred USG sources when feasible.
6. Reviews bid responses and prepares summaries and analyses. May participate in further negotiations between the bidder, the Contracting Officer, and the Budget Officer. Prepares all necessary documentation, recommending the most suitable offer after considering all the requirements; including, but not limited to price, vendor capabilities, quality of service, and vendor responsibility. Completes a price comparison table.
7. Prepares corresponding documents for review and approval by Budget Analyst and Budget Officer for purchase orders, delivery orders from existing GSA contracts and other preferred sources, Blanket Purchase Agreements, purchases from Government Purchase Cards, or other authorized means of purchase.
8. Provides vendors with copies of the final procurement document, signed by the Contracting Officer, and serves as a liaison between the Procurement Office and vendor, when necessary.
9. Analyzes performance under contracts, including costs, quality, adherence to delivery schedules and other relevant factors as a guide to future contract procurement. May negotiate or participate in negotiating contract terminations and revisions as directed.
10. Develops and maintains market data relative to suppliers and prices. Maintains procurement reference materials including agency regulations and instructions, GSA catalog, US Federal Specifications and Standards, and examples of contracts, real estate leases, and purchase orders which constitute or may be used as precedents. Should maintain information sources pertaining to different market areas in which procurements of regularly made. Maintains a good working relationship with all vendor contacts to enable the ODC to operate smoothly when working under urgent and difficult circumstances, such as high-level visits and the end of fiscal year closeout.
11. When applicable, prepares the request for a free entry permit (FEP) after completion of the procurement document.
12. Ensures that there is a document (usually a receiving report from the warehouse or from the customer for services) that demonstrates the service has been completed or the merchandise has been received.
13. Closes out the procurement files after all documentation has been completed, the services rendered, and payment received.
14. Incumbent maintains a database with all the information for each contract so that other members of the budget section can find information and take necessary actions during the incumbent's absence.
15. Takes action to renew contracts in a timely fashion in order to avoid any unauthorized commitments.
16. Prepares and renews contracts for ODC apartment leases and acts as the POC to resolve any problems related to the leases.

10% of Time

Customer Service and Outreach: Incumbent serves as the primary point of contact for various organizations requesting procurement services and must be available to them when assistance is needed. Incumbent provides onsite support regarding the ARIBA module of ILMS when it is deemed necessary. When absent, he/she is responsible to prepare a list of current actions in process and pending items for the budget analyst to follow up on as back-up. Incumbent must maintain a

harmonious working relationship with the Financial Management Center and GSO/Procurement. The incumbent should work to promote a partnership between these two offices through regular contact and by gaining a basic understanding of their internal processes. Incumbent will also maintain contact with receivers of the contracted goods and services to ensure that they were are received from the vendor in a timely fashion, in the correct quantity, and in good condition.

10% of Time

Special Projects: Assists the budget analyst with end of fiscal year close-out, preparation and submission of vouchers, monthly reconciliation, and other financial functions as directed by supervisor. As time allows, will learn certain aspects of the budget analyst's duties in order to provide back-up support in the budget analyst's absence. Assists with other budgetary, financial, and administrative office functions as needed.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

At least two years' of university studies in financial management, business administration, accounting, public administration, or other discipline related to business.

b. Prior Work Experience:

Three years of progressively responsible experience in a business/finance/professional function.

c. Post Entry Training:

Must complete the Department of State Simplified Acquisitions course. Must also attend the Defense Institute of Security Assistance Management (DISAM). All together training may take as long as 5 weeks. Six months of on-the job-training will be provided to allow the incumbent to become familiar with USG Regulations, and USG procurement regulations. Training required in the ARIBA database program, Travel Manager, and FM Suite.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): English Level IV (fluent), Spanish Level IV (fluent). Incumbent must be able to communicate effectively in either language with other personnel with whom he/she comes into contact who may only speak their native language.

e. Job Knowledge:

The incumbent must have knowledge of the Federal Acquisitions Regulations (FAR), Defense Department and/or Department of State acquisitions procedures and regulations, records management, and methods of preparing official correspondence. Must have an understanding of the DoD and DoS organizational structures and a basic understanding of the organizational structure of other federal agencies, especially with regard to funding.

f. Skills, and Abilities:

Must be able to use a personal computer and job-related computer programs such as MS Office, ILMS, and FM Suite. Must be able to type a minimum of 40 wpm (50 preferred) in both English and Spanish and to use the internet to conduct research. Must be able to compose well written correspondence in both English and Spanish. Must possess initiative, creativity, and resourcefulness. Mature demeanor, tact, keen business judgment, ability to manage and work well under stress, and excellent interpersonal skills are essential.

16. POSITION ELEMENTS:

a. Supervision Received:

Directly supervised by the ODC Administrative and Budget Officer. Will also receive guidance from the ODC Budget Analyst and is expected to work independently under established office guidelines most of the time.

b. Supervision Exercised:

None

c. Available Guidelines:

Federal Acquisitions Regulations, DoS Acquisitions Regulations, Federal Schedules, GSA catalogs, commercial

market catalogs, and DoD and Military Services regulations and Standard Operating Procedures. US Embassy Administrative Procedures and Instructions. Verbal guidance of supervisor and ODC Staff Officers.

d. Exercise of Judgment:

Must be adept at dealing with personnel both within and outside the Embassy and with GOM Officials. Uses independent judgment when dealing with technical issues.

Must judge the relative importance of individual procurement actions in order to prioritize work. Must decide which procurement mechanism should be used for each purchase. Required to evaluate the price, performance, and delivery capabilities of American and local vendors for recommendations to the GSO Procurement Section.

e. Authority to Make Commitments:

Authorized to commit USG funds to obtain services and commodities within USG limits. Execute bulk funded purchases on Blanket Purchase Agreements and purchase cards up to \$3,500 for each purchase.

f. Nature, Level and Purpose of Contacts:

Maintains contact with Embassy offices and other federal agencies in regard to purchasing. Constantly communicates with procurement requestors to produce high-quality procurement documents to ensure that purchases are in the best interest of the USG. Partners with FMC to process vendor payments.

g. Time Expected to Reach Full Performance Level:

One year.