

13. BASIC FUNCTION OF POSITION:

Following U.S. Government acquisitions regulations, facilitates the entire process of purchasing a wide variety of goods and services for all agencies of the U.S. Mission in New Zealand and Samoa.

14. MAJOR DUTIES & RESPONSIBILITIES:

A. ACQUISITIONS (Under US\$ 150,000)

Reviews purchase requests from Embassy Wellington, Consulate General (CG) Auckland and Embassy Apia for completeness and the presence of necessary technical information, conferring with the originator if necessary:

- Obtains technical specifications, estimates probable costs.
- Identifies sources to provide requested goods/services.
- Consults bidder's lists for probable sources of supply and requests bids or quotations by telephone, correspondence, or advertisement, which occasionally includes mandatory site visits.
- Reviews responses and prepares summaries and analyses, including a recommendation as to the best offer, considering price and known quality of supplier's products.
- Obtain approval from the Procurement Assistant and in some cases, Procurement Officer.
- Prepares acquisition documents (e.g. Purchase Order, Blanket Purchase Agreement, and contracts) through Acquisitions software (or by hand if system crashes), and when approved, makes the purchase (using cash, U.S. Government Credit/Purchase card, or arranging credit from vendor). If urgent delivery is needed, visits the supplier's establishment to pick up the items. Contacts vendors or suppliers (by telephone, e-mail or in person) to negotiate prices, clarify specifications or discuss substitutions.
- Files procurement documents and correspondence in accordance with established filing system. Updates/maintains any required databases and e-systems.
- The work portfolio for this position is currently planned to include the Purchase Orders for Auckland and the Facilities Maintenance group, in addition to dozens of other tasks and responsibilities, subject to change with little notice.

B. Other Duties as Required, including but not limited to:

- Performs driving duties as necessary.

- Serves as the backup person to the Procurement Assistant, and as a result, must have a general understanding of special procurement rules necessary for construction projects, special projects and contracting over US \$ 150,000.
- Escorts uncleared personnel conducting work on U.S. Government property.
- Assists during VIP visits and with other occasional special projects.
- Must be available to work overtime (especially in September) and on the occasional night/weekend in preparation for big VIP visits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education:** Completion of secondary school required.
- b. Prior Work Experience:** One year (government-type) purchasing experience is required.
- c. Post Entry Training:** A variety of Department of State (DOS) internet-based training courses, followed by the Acquisitions component of the General Services Operations course offered at the Foreign Service Institute in Washington, D.C.
- d. Language Proficiency:** Fluent English ability is required.
- e. Job Knowledge:** Must have a good knowledge of local market practices and suppliers. Must also have a good working knowledge of those sections of the DOS and associated agency procurement procedures, regulations and instructions.
- f. Skills & Abilities:** Must be able to use Microsoft Office applications and have the ability to learn and use new DOS programs. Must have a general understanding of the Internet and be able to navigate within it to research prices, products and sources. Must hold a valid, clean New Zealand drivers license. Must be able to perform good customer service and lift moderately heavy weights. Must have good communication skills and be able to work both independently and in a team environment.

16. POSITION ELEMENTS:

- a. Supervision Received:** Supervision is received from the Procurement Assistant, with general oversight by the General Services Officer.
- b. Supervision Exercised:** None.
- c. Available Guidelines:** Foreign Affairs Manual (FAM chapters 4, 6, 14) Foreign Affairs Handbook (FAH chapters 4, 14), Federal Acquisition Regulations (FAR), Department of State Acquisition Regulations (DOSAR), State Department websites (e.g. A/OPE) and memos of understanding.

- d. Exercise of Judgment:** Considerable exercise of judgment in the purchase of items approved for purchase. Incumbent must assure that purchases are in the best interests of the government from both a price and quality standpoint.
- e. Authority to Make Commitments:** Full authority in the management of routine service requests. Authority for non-routine service request delivery at the discretion of the General Services Officer. All acquisitions to have final approval by an authorized officer.
- f. Nature, Level & Purpose of Contacts:** Communication via phone, e-mail, formal letter and/or individual meetings with commercial retailers, wholesalers, internet commercial retailers, publishers, GSA (General Services Administration) Contractors, Post and Locally Engaged Staff (LES) personnel, DOS stateside personnel and contractors.
- g. Time Required to Perform Full Range of Duties:** Six (6) months.