

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Panama	2. AGENCY USDA / APHIS / IS	3a. POSITION NO. APHIS-09
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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. Reclassification of duties: This position replaces
 Position No. _____, **EXECUTIVE SPECIALIST** (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRS	Procurement Supervisor – 810	FSN-10	MAM	06/16/11
b. Other				
c. Proposed by Initiating Office APHIS	Procurement Specialist	FSN-		

6. POST TITLE POSITION (if different from official title) COPEG PROCUREMENT CHIEF	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. EMBASSY, PANAMA	a. First Subdivision UNITED STATES DEPARTMENT OF AGRICULTURE
b. Second Subdivision Animal & Plan Health Inspection Services (APHIS)	c. Third Subdivision International Services (IS)

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

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.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION
 The incumbent will serve as the Panama-United States Commission for the Eradication and Prevention of Screwworms (COPEG) Procurement Chief. The position is located at the Sterile Insect Rearing Facility in Pacora. The incumbent will plan, execute, and finalize purchasing and procurement strategies for goods and services procured for the Commission. This includes acquiring resources within budget and facilitating communication between the Commission, its internal clients, and its providers in order to deliver products and services according to plan. Interview, identify, and qualify potential new suppliers in order to secure more cost-effective sources of products and services. Develop and deliver purchasing and inventory reports, bid proposals, requirements documentation, and commercial contracts. Negotiate pricing, terms, and conditions of contracts with contractors and/or service providers. Manage procurement team staffing, selection, supervision, scheduling, development, evaluation, and disciplinary actions. The incumbent will supervise nine employees working under the Procurement Department and will be responsible for all actions that this supervisory factor involves.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**
(see attached)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Must possess a bachelor's degree in Accounting, Business, Finance, Economics, Supplier Chain or Industrial Engineering. Master's degree is desirable.
- b. **Prior Work Experience:** Five to seven years of progressively responsible experience in procurement is required. Two years of experience as supervisor is required.
- c. **Post Entry Training:** New APHIS employee's orientation, Civil Rights, EEO, and procurement system's on-hand training will be required PCMS card.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level III (Good Working Knowledge) speaking/reading English language is required. Level IV (Fluent) reading/speaking Spanish is required.
- e. **Job Knowledge:** Knowledge of diplomatic missions and programs is required. Knowledge of laws, regulations, and administrative procedures associated with US government institutions is required. Knowledge of Panamanian laws and regulations pertaining to commercial law on contracts. Good knowledge of procurement procedures and execution methodology. Must be a computer-oriented person since part of the analytical criteria will be based on reports produced by computerized programs. Knowledgeable on various e-mail systems is required since primary communication channels are based on electronic platforms. Additionally, wide knowledge of Microsoft Office (Microsoft Word, Excel, PowerPoint) is required in order to assist the APHIS and/or COPEG staff on presentations for conferences, seminars and Regional meetings.
- f. **Skills, and Abilities:** Strong interpersonal skills, team focus, strong presentation skills, a focused attention to detail and accuracy. Able to develop work process improvement. Must possess ability to develop his/her duties within established norms and regulations.

16. POSITION ELEMENTS

- a. **Supervision Received:** This employee is supervised and receives specific instructions from the Senior Administrative Officer on duties and tasks to be performed.
- b. **Supervision Exercised:** Incumbent will be responsible for supervising nine employees assigned to the Procurement Department (one Embassy Procurement Assistant, one Procurement Supervisor (COPEG) and seven Procurement Agents (COPEG)).
- c. **Available Guidelines:** USDA Regulations, bulletins, agency procedures and administrative notices, GOP regulations, COPEG administrative manuals, and verbal guidelines from agency supervisor.
- d. **Exercise of Judgment:** Must possess ability to exercise solid, sound judgment in carrying out duties and responsibilities with minimum supervision, as well as maintaining good working relationship with all personnel.
- e. **Authority to Make Commitments:** Has limited authority to make commitments on behalf of the agency in absence of the Admin Officer.
- f. **Nature, Level, and Purpose of Contacts:** Maintains effective working relationships with the Commission's executive team, host country counterparts, Embassy's administrative staff, contractors, in arranging for services as needed and resolving any problems regarding such services.
- g. **Time Expected to Reach Full Performance Level:** Because of the complexity of the position and organization

where he/she performs, a minimum of twelve months will be required.

Continuation....

14. MAJOR DUTIES AND RESPONSIBILITIES

80 % of time

Incumbent has authority to solicit proposals, negotiate, award, and modify contracts on behalf of COPEG. He/she is responsible for day-to-day operations of the COPEG Procurement Department. Reviews and signs financial documents for his/her office. Manages the budget of Commission Procurement Department. Analyzes the method of acquisition and determines the type of contract to be used. Establishes the contract terms, conditions, and general provisions including methods of pricing, paying, and financing.

20% OF TIME

Provides the Screwworm Program Director, US COPEG Directors, and/or Administrative Officers reports on weaknesses and strengths of Procurement Procedures. Identifies discrepancies and coordinates required corrective actions. Must provide to the US and/or Panamanian officials an overview of determinations and findings and ensures that any necessary deviations and exemptions to the Commission Acquisition Regulations are approved. Responsible for rendering final decisions regarding protest, claims, and disputes. Monitors the COPEG Procurement development and planning and be able to provide alternatives for contingencies and unforeseen events. Advises the executive team on procurement matters.

Participates in working groups to solve problems generated by administrative processes.