

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Two (2) years of full-time post secondary study at college or university is required.
- b. Prior Work Experience:
One (1) year experience in administrative work is required.
- c. Post Entry Training:
None. During probationary period, incumbent must take Government Credit Card Use Training, Procurement Training. Incumbent will also receive on-the-job training to learn INL's mission.
- 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/Writing English and Spanish are required.
- e. Job Knowledge:
Must know basic procurement procedures. Must have basic knowledge of local market practices and suppliers is required. Good knowledge of stores and their locations in Panama is required. Must know how to use MS applications. Must understand local pricing practices. Must know how to research on the Internet especially when purchasing from international sources.
- f. Skills, and Abilities:
Must have the ability to negotiate. Must possess good communication skills in order to be able to obtain quotes for products and services fast. Must have a valid driver's license.

16. POSITION ELEMENTS

- a. Supervision Received:
Under the direct supervision of INL Narcotics Control Officer and INL Project Management Specialist.
- b. Supervision Exercised:
None
- c. Available Guidelines:
6 FAM, INL Procurement guidelines, INL SOPs
- d. Exercise of Judgment:
When recommending a vendor and/or contractor and when contacting companies assuring that incumbent is not promising to select them.
- e. Authority to Make Commitments:
None. Only those authorized by CO.
- f. Nature, Level, and Purpose of Contacts:
Communicates with co-workers in INL, Procurement Section, B&F Section, SGSO, INL Director. Communicates with vendors and contractors, sales representatives, store employees.
- g. Time Expected to Reach Full Performance Level:
One year.

14. Major duties and responsibilities

80 % of time

1. Responsible for preparing project procurement documents for the purchase of service, supplies and technical items. Collect and analyze bids for quotations, prepares comparative statements, makes recommendations as to the best offer merchandise and verify that commodities meet specifications

15 % of time

2. Initiates request and follows up for the timely release of procedure commodities. Maintains project procurement files and process invoices for payment. Inspect the goods delivered and services performed to ensure compliance with the terms of contracts. Translates procurement documents for the GSO. Performs local purchases with credit card, this involves driving office vehicle. Maintains constant contact with the GOP representatives related to purchase of donated items.

5 % of time

3. Performs other related duties as assigned.