

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 STATE/INL	3a. POSITION NO.
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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. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) To update duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Procurement Agent-810	FSN-6; FP-8	JG	
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Procurement Agent	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION American Embassy Panama	a. First Subdivision International Narcotics and Law Enforcement Section (INL)
b. Second Subdivision	c. Third Subdivision

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

Incumbent works under the supervision and direction of the INL Program Specialist and INL Deputy. Prepares project procurement documents, purchases services, supplies and technical items in support of INL programs.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

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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 of experience in administrative work is required.
- c. Post Entry Training:
None. During probationary period, incumbent must take Government Credit Card Use Training and Procurement Training. Also, will receive on-the-job training to learn INL's Mission, USG Procurement laws and regulations.
- 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 is required. Level IV (Fluent) Speaking/Reading Spanish is required.
- e. Job Knowledge:
Good knowledge of procurement procedures is required. Must have basic knowledge of local market practices and suppliers. Good knowledge of stores and their locations in Panama is required. Must understand local pricing practices. Must know how to research on the Internet especially when purchasing from international sources. Must know how to use a wide variety of computer applications such as Word, Excel, Outlook and Internet Explorer. Must know what products are readily available in Panama.
- f. Skills and Abilities:
Must have the ability to negotiate. Must have good communications skills. Must be able to work as a member of a team. Must have the ability to work under pressure. Must know how to prioritize. Must be able to analyze general market price levels for goods or services. Must have a valid Panama driver's license **(Type C)**.

16. POSITION ELEMENTS

- a. Supervision Received:
Under the direct supervision of Project Specialist.
- b. Supervision Exercised:
None
- c. Available Guidelines:
6 FAM, INL Procurement guidelines, INL Standard Operating Procedures.
- d. Exercise of Judgment:
When recommending a vendor and/or contractor and when contracting companies assuring that incumbent is not promising to select them.
- e. Authority to Make Commitments.
None. Only those authorized by Contracting Officer.
- 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. In addition the incumbent has to maintain contact with our GOP customers such as the National Panamanian Police, PTJ, Customs, Immigration and other entities that INL works very closely with.

Time Expected to Reach Full Performance Level: Three Months

14. Major Duties and Responsibilities

% of times

1. Responsible for preparing project procurement documents for the purchase of service, supplies and technical items. Collect and analyze bids for quotations, prepare statements of competing bids, make recommendations on the best merchandise on offer and verify that commodities meet desired specifications.

80%

2. Initiates request and follows up to ensure the timely delivery of purchased commodities. Maintains project procurement files and processes invoices for payment. Inspects the goods delivered and services performed to ensure compliance with contract terms. Translates procurement documents for the GSO. Performs local purchases with credit card. This involves driving an office vehicle. Maintains constant communication with GOP representatives regarding the purchase of donated items. 15%

3. Performs other tasks as assigned.

5%