



#### **14. MAJOR DUTIES AND RESPONSIBILITIES**

1. Processes procurement requests approved by US Supervisors for DOS and other Mission agencies. Reviews requisitions to determine that proper specifications or purchase descriptions are included in procurement requests. Seeks possible sources (U.S. vendors, local vendors or other sources) and performs market surveys to ensure the vendor can comply with specifications or purchase descriptions and applicable clauses. Reviews requisitions and determines appropriate methods of procurement (e.g. purchase card, purchase order, delivery order, blanket purchase agreement, contract, etc.), forwards the documentation to the vendor once it has been signed by the Contracting Officer (except for credit card transactions), and ensures the goods/services/supplies are properly received and paid for. When doing a credit card transaction, approve the purchase card order and send it to the vendor. Ensures that FAM, FAR, DOSAR, Cookbook, and other Embassy guidelines are implemented and followed. 30%
2. Assists the Contracting Officer and the Procurement Supervisor in managing the entire contracting process for the Embassy's major contracts. This includes, but is not limited to the following:
  - (a) Pre-Award Process: prepares pre-solicitation documents and drafts initial solicitations using A/OPE models when available. Advertises and follows up on the solicitation process and assists in the preparation of Questions and Answers arising from the process. Prepares Amendments if needed. Conducts pre-proposal conferences with contractors to clarify issues on contractual requirements. Prepares technical evaluation reports and sends it to the evaluation panel for their appraisal. Performs price analyses and evaluates reasonableness of prices offered. Assists the CO in the negotiation and award process.
  - (b) Post-Award Documents: Requests security clearances if needed and prepares notices to proceed. Drafts COR Appointment documents for COs approval.
  - (c) Contract Administration: Assists the Contracting Officer's Representatives (COR) monitoring performance during the contract term; prepares modifications as necessary, ensuring sufficient funds are obligated; provides guidance to contractor concerning obligations to perform within contractual terms; reviews, analyzes, and recommends action on problem situations; prepares performance evaluation documents when needed; as well as closing-out documents. 25%
3. Serves as a COR on various contracts/purchase orders. Responsibilities include, but are not limited to the following:
  - (a) Coordinates with the contractor on all technical matters that may arise in the administration of a contract. Provides technical input to the CO and TEP. Prepares technical evaluation plans. Prepares TEP reports if needed. Assists in the technical evaluation panel (TEP) approval of the solicitation;
  - (b) Assists CO during the pre-proposal conference, if necessary;
  - (c) Receives deliverables (supplies, services, and/or reports) on behalf of the Government.
  - (d) Verifies efficient and satisfactory performance of work by the contractor and authorizes payments.
  - (e) If the contract contains a warranty or maintenance clause, notify the Contracting Officer and contractor of any deficiencies in workmanship or materials immediately and monitor response and repair times as stipulated in the contract. 25%
4. Prepares individual reports through ILMS and FPDS on each contract, purchase order, or delivery order above \$3,000.00 for A/OPE. 10%
5. Other ad-hoc procurement responsibilities as assigned by the Procurement Supervisor and/or GSO Management. Such as procurement and logistics for a variety of supplies and services in support of VIP visits or activities. 10%

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

## **15. Qualifications Required For Effective Performance**

### **a. Education:**

Two years of college or university is required.

### **b. Prior Work Experience:**

Two years in procurement, contract administration or very closely related functions is required.

### **c. Post Entry Training:**

During probationary period incumbent must take ILMS Training, ICASS Training, SHEM safety principles, Government Purchase Card Training, Section 508 Micro Purchase Training, and Training in state procurement procedures (i.e. Simplified Acquisitions, Commercial Items, Contracting, Contracting Officer Representative, etc.).

### **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 is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Spanish is required.

### **e. Job Knowledge:**

Must know what products are readily available in Panama. Must demonstrate ability to analyze market price levels for goods or services solicited. Must demonstrate proficiency in procurement and contracting procedures, as well as government acquisition regulations. Must have familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance.

### **f. Skills and Abilities:**

Ability to function independently when dealing with all kinds of vendors, laborers, and managers is required. Must be able to monitor and manage multiple contracts and/or projects. Must have excellent organization skills and excellent customer service skills. Must have intermediate computer skills in MS Office (Word, Excel, Outlook and Power Point) and internet.

## **16. Position Elements**

a. Supervision Received: From Procurement Supervisor and/or GSO Management (SGSO or AGSO). Routine assignments are done independently.

b. Supervision Exercised: None.

c. Available Guidelines: 14 Foreign Affairs Manual (FAM), Foreign Affairs Regulations (FAR), the Department of State Acquisition Regulations (DOSAR), Cookbook, and other Embassy guidelines.

d. Exercise of Judgment: Evaluates quality of products or services. Assesses proposals or estimates for best offer. Assures that acquisition regulations are applied to all procurement instruments.

### **e. Authority to Make Commitments:**

Only with GSO Management approval. Authorized to spend up to \$3,000 per purchase and \$50,000 per month with the government purchase card (under agreement with GSO Management).

### **f. Nature, Level and Purpose of Contacts:**

Contacts are with officers and technical representatives of local and US firms to locate goods, services, and supplies most advantageous to the U.S. Government and to assist the CO during a solicitation and/or contract process. Contacts are also with employees at various levels throughout an agency/department, depending on who are involved in or affected by a specific request.

g. Time Expected to Reach Full Performance Level: One year.