PROCUREMENT AGENT (GSO), FSN-08/FP-06
VACANCY ANNOUNCEMENT 17/01/05

MAJOR DUTIES AND RESPONSIBILITIES

Time: 40%
Obtains or prepares technical specifications, scope of work and estimates acquisition cost. In accordance to the Federal Acquisition Regulations (FAR), Department of State Acquisition Regulations (DOSAR) obtains or prepares technical specifications, scope of work and estimates acquisition cost for goods and services under the simplified acquisition threshold or exceeding 150K by means of a formal contracts. Requests bids or quotations in writing or by phone, documenting all responses. Reviews, analyzes and evaluates quotes and proposals received, preparing a summary price matrix, including negotiation, analysis, recommendation as to best offer, considering competitive price, bidder's capability, reliability, warranty, past performance and similar factors. After evaluation, prepares contracts, purchase orders, delivery orders and blanket purchase agreements clarifying specifications, payment and delivery terms. Also makes purchases using Government credit card for simplified acquisition, following appropriate procedures and reconciling the credit card at the end of the month. Obtains certification of availability of funds from the Financial Management Office. Obtains approval of contracting method used from the Contracting Officer, placing orders to vendors, attaching applicable FAR and DOSAR clauses, terms and conditions and all supporting documentation in ILMS/Ariba software.

Time: 30%
Manages and administers contracts, purchase orders, delivery orders, blanket purchase agreements and credit card orders making appropriate follow-up to ensure prompt delivery and receipt of goods or services. Provides information and feedback to requestors on the status of pending orders. Develops and maintains market data and reference material regarding supplies prices and performance as a reference for future procurements. Reviews receiving reports to verify completeness of orders. Updates the ILMS/Ariba software with the status of each order.

Time: 20%
Reviews procurement requests for completeness and presence of necessary technical information, conferring with originator if needed. Determines type of action required and performs market research to locate potential sources or service providers from which the procurement is available. Identifies financial accounts to which purchase is to be charged.

Time: 10%
Provides technical advice and assistance to ILMS/Ariba users at Post. Provides timely reports and documentation related to Procurement matters (i.e. A-OPE, FPDS-NG, ICASS, Year-end reports, etc.) and requested information as needed. Assists other procurement/purchasing agents with their workload as requested by the Procurement Supervisor.