

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO. 520006
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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. _____ (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	PROCUREMENT ASSISTANT FSN-810	8		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) PROCUREMENT ASSISTANT	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision MANAGEMENT OFFICE
b. Second Subdivision GENERAL SERVICES OFFICE	c. Third Subdivision PROCUREMENT SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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. _____ Typed Name and Signature of American Supervisor Date (mm-dd-yy)	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 Human Resources Officer Date (mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
Responsible for the day-to-day procurement duties from inception of acquisition to final rendering upon receipts.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Price/backup research for cutting and typing of Purchase Orders. Backup research is carried out by internet research, telephone and catalogue reviews.	20%
Follow-up orders: Request for acknowledgements and expected time of delivery. In case of partial deliveries, ensure that orders are fully supplied. Handled mainly by email, letters, and telephone calls.	30%
Verify invoices by ensuring that they tally with both the Receiving Report and Purchase Orders. Once verified, process payment by attaching copies of the Receiving Reports and invoices to the original Purchase order which is then forwarded to FMO.	

File procurement documents and correspondence in accordance with established filing system. Take and place telephone calls to vendor requesting for invoices, follow-ups on deliveries, price inquiries and ensuring that contracts are administered as stipulated. Obtain competitive price quotations from both local and offshore vendors. 55%

Provide backup support to the Procurement Supervisor

5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
An Honors Degree in Procurement and Logistics Management or Purchasing and Supply Management is required.
- b. Prior Work Experience
Two years relevant experience in procurement related work is required with emphasis on practical hand-on responsibility.
- c. Post Entry Training
N/A
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level IV (good working knowledge) English ability is required.
- e. Knowledge
A good working knowledge of procurement regulations, instructions and procedures, use of catalogs, contracting procedures and practices, good knowledge of local market practices and pricing customs is required.
- f. Skills and Abilities
Good organizational skills, sense of priorities, ability to understand and process various types of documents, and computer skills in various programs.

16. POSITION ELEMENTS

- a. Supervision Received
General Services Officer and Procurement Supervisor.
- b. Available Guidelines
GSA Catalog, Vendor catalogs, GSO Handbook, 6 FAM, verbal and written instructions.
- c. Exercise of Judgment
Differentiate between routine, priority and emergency requests.
- d. Authority to Make Commitments
N/A
- e. Nature, Level and Purpose of Contacts
Requesting offices, vendors and GSO employees.
- f. Supervision Exercised
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position
One year.