

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Two (2) years of college or university degree in business, management or related studies is required.
- b. Prior Work Experience:
One (1) year of experience working in a procurement related field 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 is required.
- e. Job Knowledges:
Must know procurement procedures. Good knowledge of stores and their locations in Panama is required. Must know how to use MS applications. Must know how to navigate in Internet.
- 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 Program 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 NAS, Procurement Section, B&F Section, SGSO, NAS 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

100 % of time

Prepares project procurement documents for the purchase of supplies and technical items, such as automobile spare parts, for office equipment, electronic equipment, specialized tools, etc. from US vendors and local supplies for NAS.