

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 USDA/APHIS/IS	3a. POSITION NO. A-8
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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 Agent-801	FSN-8	MAM	05/15/2009
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision AGRI/APHIS
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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. <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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. <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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. <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

The incumbent serves as administrative assistant for a variety of services in areas of procurement, including but not limited to recurring acquisition processes, requisitions, purchase orders, and goods and/or service contracts preparation. Evaluates local procurement activities and coordinates procurement requests requiring further processing with the International Delivery Service Office in Brownsville, Texas for the Panama-U.S. Commission for the eradication of Screwworm (COPEG) and its work units.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Two years of college studies in Business Administration or Accounting or Finance or Economics is required.
- b. Prior Work Experience:
Three to five years of experience in a procurement office is required.
- c. Post Entry Training:
Must be trained in Microsoft Suite. Incumbent will receive on-the-job training
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level IV (Fluent) Speaking/Reading/Writing Spanish language is required. Level III (Good Working Knowledge) Speaking/Reading/Writing English language is required.
- e. Job Knowledges:
Good knowledge of procurement/purchasing procedures is required. Basic knowledge of office management skills is required. Good knowledge of local market practices and local supply sources. Must be able to plan and manage multifunctional administrative resources such as funds, personnel, supplies and equipment. Basic knowledge of Microsoft Suite is required.
- f. Skills, and Abilities:
Must possess the ability to research on the Internet specially when purchasing from international sources. Must be able to set priorities. Must be able to work under pressure. Must be a customer service oriented person. Must be able to drive. Must possess a valid Panamanian's driver license.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the APHIS/IS Officer assigned as the COPEG Procurement Chief-US
- b. Supervision Exercised: None
- c. Available Guidelines:
USDA Regulations, bulletins, agency procedures and administrative notices, GOP regulations and verbal guidelines from agency supervisor.
- d. Exercise of Judgment:
Must possess ability to exercise solid, sound judgment in carrying out duties and responsibilities with minimum supervision, as well as good working relationship with all personnel.
- e. Authority to Make Commitments:
Incumbent has no authority to make commitments on behalf of APHIS/IS
- f. Nature, Level, and Purpose of Contacts: Maintains effective working relationships with all APHIS/IS staff in both sites as well as FAS, COPEG, and Embassy personnel specially those working in sections where frequent interaction is required, i.e. Mailroom, HR, B&F, Management Section (especially GSO).
- g. Time Expected to Reach Full Performance Level: Six months.

14. MAJOR DUTIES AND RESPONSIBILITIES

<p>Assists the COPEG Procurement Chief-US serving the procurement needs for USDA/APHIS/IS Panama and/or COPEG offices. Requests quotations/bids for materials/supplies, equipment, and services for local and international vendors. Prepares AD-700 requisitions for submission to the Matamoros Office for processing into purchase orders. Follows up on pending requisitions that are being quoted in Brownsville, Texas and prepares a weekly report on this to submit to the U.S. Procurement Chief. Follows up on the assigned purchase orders to US vendors to assure prompt delivery according to established delivery dates on the purchase orders. Reviews the information on the purchase order file for accuracy before being submitted to the Procurement Chiefs.</p> <p>Assists COPEG Procurement Chief-US in the preparation of contract body in accordance with valid USDA/APHIS regulations and administrative directives as well as contracting and procurement techniques/directives and manuals</p> <p>Purchases can be made daily, weekly, monthly and even yearly depending on the nature of the product and service to be acquired.</p>	70%
<p>The employee is responsible for reviewing bidding and purchase order preparation process conducted by COPEG Procurement Assistants (quotes, preparing requisitions, and placing purchase orders and contracts) independently from funding source.</p> <p>The employee is responsible for supporting the COPEG Procurement Chief-U.S. coordinating emergency purchases for the COPEG Program activities such as spraying, production supplies, or any requirements necessary to face unforeseen contingencies identified by APHIS/IS/ Panama and/or COPEG.</p>	30%