

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 USAID	3a. POSITION NO. PSC-525-74
---------------------------------	----------------------------------	----------------------------------------------

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 USAID/Panama	Acquisitions Specialist, 810	FSN-10; FP-5/5	SA	03/14/2010
b. Other				
c. Proposed by Initiating Office E. Campo	Acquisitions Specialist	FSN	10	03/06/2010

6. POST TITLE POSITION (if different from official title) Acquisitions Specialist	7. NAME OF EMPLOYEE
----------------------------------------------------------------------------------------------------	----------------------------

8. OFFICE/SECTION Contracts Office	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

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.	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 American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Administrative Officer Date(mm-dd-yy) <div style="text-align: right;">03/14/2010</div>

13. BASIC FUNCTION OF POSITION

Incumbent of this position has full responsibility for the planning, negotiation, execution, and administration of a portfolio of direct contracts and assistance instruments up to five millions dollars per year. The primary purpose of this position is to perform a full range of specialized and small to mid complexity acquisition and assistance functions in support of the various USAID/Panama Technical Offices programs. Serves as the subject matter expert for all acquisition and assistance contracts to be awarded and is directly responsible for the close-out of contracts that have ended. This position supervises one Acquisitions Agent and is located in the Contracts Office which is a subdivision of the Program Office and as such, is directly supervised by the Supervisory Program Officer. Technical direction is received from the Regional Contracts Officer.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Possession of a University degree Business Administration, Finance, Marketing, Accounting or International Trade is required.
- b. **Prior Work Experience:** Four to five years of progressively responsible, professional acquisition/assistance experience is required. At least three years of experience within a U. S. Government environment is preferred.
- c. **Post Entry Training:** A fully structured training program referred to as Federal Acquisition Certification in Contracting (FAC-C) Level II is mandatory. Additionally, the following courses will be offered: 1) Simplified Acquisition Procedures and 2) Personal Services Workshop, 3) Global Acquisitions and Assistance System Training. Upon completion of the FAC-C training, 80 continuous learning points every two years is recommendable. Ethics Training on an annual basis is mandatory.
- d. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English language is required. Level IV (Fluent) Speaking/Reading/Writing Spanish language is required.
- e. **Job Knowledge:** Must have a comprehensive knowledge of Federal and USAID acquisition regulations and Federal Contracting practices and instruments. Performance of support acquisition functions requires a thorough knowledge of agency programming policies and procedures and agency program goals, priorities and portfolios. Knowledge of Panamanian commercial, tax, and labor laws is highly desirable.
- f. **Abilities and Skills:** Excellent analytical skills to negotiate multi-year, medium complexity dollar contracts and other instruments. Sound judgment to select appropriate acquisition and assistance instrument types, to evaluate proposals, and determine responsibility of contractors on the basis of competition, historical costs, reports, past performance, etc. Numerical skills are required to conduct cost and price analysis. Excellent writing skills to draft numerous procurement related documents, such as solicitations, award documents. Ability to deal and effectively communicate in writing and orally with mission personnel at all levels, and private sector representatives at various levels, ranging from high level officials to middle/junior levels, is required.

Computer skills: strong proficiency and comfort level with Office software packages is required, especially the WORD and EXCEL applications and internet navigation. Ability to quickly learn software applications appropriate to the position.

16. POSITION ELEMENTS

- a. **Supervision Received:** This position is directly supervised by the Supervisory Program Officer and receives technical direction from the Regional Contracting Officer. When recruited at the target level, incumbent works independently and without detailed guidance, except when there are special priorities or considerations indicated by the Contracting Officer. If recruited under the target level, technical supervision will be more detailed and the incumbent will receive technical mentoring and guidance from the Regional Contracting Officer and his/her immediate supervisor.
- b. **Available Guidelines:** FAR, AIDAR, ADS, FAM, CIBs/AAPDSs, OMB CIRCULARS, 22cfr226 and 22CFR228, Standardized Regulations, Mission Orders and Mission Notices.
- c. **Exercise of Judgment:** A high degree of independent judgment is required in managing the acquisitions process, and for ensuring achievement of objectives of contracts, grants or other acquisition and assistance instruments.
- d. **Authority to Make Commitments:** The incumbent will not have the authority to sign A&A instruments or other documents that require a warrant, nor the authority to make legal determinations that have effect of binding the US Government.
- e. **Nature, Level, and Purpose of Contacts:** Contacts are established and maintained at mid to senior levels within NGOs, USAID and US Embassy in Panama and at a mid level in the host government institutions and the private sector. Contacts also include prospective contractors.
- f. **Supervision Exercised:** This position provides supervision and direction to junior level staff in the Contracts Office at USAID/Panama, currently one staff member.
- g. **Time Expected to Reach Full Performance Level:** Twelve to eighteen months.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

Manages and independently performs the full range of specialized, small to medium complexity acquisition and Assistance functions, ensuring compliance with USG and USAID regulations and policies. As a full representative of the Contracting Office, s/he provides guidance and expert advice to the designated SO teams on procurement policy and procedures in the most efficient and effective design for implementation leading to the successful achievement of results.

Procurement Planning:

As a team member of a designated SO team, coordinates the development of procurement objectives for the assigned portfolio in terms of potential implementing organizations, competitive issues, socioeconomic issues, and identifies and constructs the appropriate award instrument. Negotiates with the SO team to ensure acquisition plans are current, have appropriate milestones, and related schedules.

Review of and analysis of Acquisition Requests and issuance of solicitation documents:

Reviews requests for small to moderate acquisition or assistance instruments. Analyzes the requirements and determines if the instrument selection and procurement approach are sound, and if the work statements or program descriptions are complete and in compliance with FAR, ADS, AIDAR, OMB Circulars, Codified Federal Regulations and Agency and Mission policies. Ensures that necessary clearances have been obtained and that waivers and other supporting documentation are complete. Recommends to the requesting team, revisions regarding work statements, budget, and classification of terms, reporting requirements, and any special conditions and ensures that any required performance indicators are developed and included in the solicitation documents.

Develops solicitation documents and selects and includes correct clauses and transmits the solicitation for proposal/applications using internet-based technology; they include requests for proposals(RFP) or for quotations (RFQ) and requests for applications (RFA) as appropriate, to obtain technical services, commodities or equipment for successful program implementation. Coordinates, supervises and executes the development from the solicitation phase to the technical evaluation phase; prepares clarifying amendments, as required of solicitation documents. As necessary, may hold post-solicitation or consultative meetings with partners to fully explain the Agency's needs as stated in the solicitation documents.

Evaluation and In-depth Cost Analysis of proposals and applications/issuance of contract instruments:

Performs cost and price analysis for quotes received to determine reasonableness of costs proposed. Analyzes contractor's proposed budgets; negotiates contracts or assistance instruments and prepares revisions to various contract provisions. Analyze cost proposals and technical scores from the technical evaluation committee, and based on this analysis, establishes the competitive range and prepares/recommends and presents contractual documentation for signature of the Regional Contracting Officer or the Mission Contracting Officer.

Writes memoranda of negotiations and recommends award of acquisition and assistance instruments valued at the simplified acquisition threshold and up to several millions of dollars. Prepares contract amendments as needed. Coordinates and supervises the pre-award surveys assessments of local NGOs and host government entities before receiving USG funding.

Monitoring Contractor/Recipient Performance:

Monitors contractor performance in relation to the required completion schedule. Assists the SO teams to develop appropriate indicators for work plans and contract documents. Ensures that the Contractor/Recipient is fully compliant with the performance standards contained in the award and seeks corrective action in cases of non-compliance. Ensures that contracts nearing annual anniversaries or final completion have a performance report completed by the Technical Officer which is submitted to the Contractor for comment.

Administration of Award Instruments:

Administers all awarded instruments, providing technical advice to the COTRS regarding any oversight of contract management within the technical specifications and budget and within the parameters of a delegation of authority. Provides interpretation of contract clauses or standard provisions, and provides guidance on waivers to COTR personnel. Works closely with the Financial Management Office and the Regional Legal Advisor to resolve issues associated with claimed costs, audit findings, fraud, disallowance of costs, organizational conflict of interest, contract or recipient personnel issues, home or field office questions, etc. and recommends specific actions, in close coordination with the Contracting Officer or the Regional Contracting Officer. Provides guidance as needed to the COTRS on the disposition of NXP inventories when an Institutional Contract is coming to an end ensuring that appropriate inventories are conducted, as required by USAID policies.

Maintains contract files and records, prepares reports as required, and is responsible for the due close-out of all awards

issued. Keeps track of the mission Contracts Office files inventories, of the retired files and closed contract/acquisitions instruments for the USAID/Panama Mission.

Other Relevant Duties:

As necessary, mentors mid to junior level procurement and contracts staff including trainees, DLIs, etc. on the basic principles of Federal acquisition and assistance procedures. Also, provides general procurement management and policy direction to the junior procurement/acquisitions/assistance staff.

Assigns work and prepares annual performance evaluations of subordinate staff and provides counseling, guidance and directions as needed. Serves as the backstop for other Acquisition personnel in the USAID/Panama Mission.