



### INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

/C52104

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

1. Post US EMBASSY BRIDGETOWN	2. Agency DEPARTMENT OF STATE	3a. Position Number 311101 97-620145
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes  No

4. Reason for Submission

a. Redescription of duties: this position replaces  
 (Position Number) 97620145 (Title) Procurement Agent(INL) (Series) 810 (Grade) 07

b. New Position \_\_\_\_\_

c. Other (explain \_\_\_\_\_)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Procurement Agent (INL), FSN-0810	FP-07 FSN-07	EH	02/20/2018
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <b>Procurement Agent</b>	7. Name of Employee
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8. Office / Section <b>International Narcotics and Law Enforcement (INL)</b>	a. First Subdivision <b>American Embassy</b>
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b. Second Subdivision	c. Third Subdivision:
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9. This is a complete and accurate description of the duties and responsibilities of my position  _____ Printed Name of Employee  _____ Signature of employee                      Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  _____ Printed Name of Supervisor  _____ Signature of Supervisor                      Date (mm-dd-yyyy)
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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  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head                      Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer                      Date (mm-dd-yyyy)
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**13. BASIC FUNCTION OF POSITION**  
 In compliance with USG contracting regulations and Embassy policy, the incumbent reports to the Director of the International Narcotics and Law Enforcement Section (INL), U.S. Embassy Bridgetown, through the INL Program Specialist in the procurement, delivery and end-use monitoring of goods and services provided in support of counter-narcotics and other anti-crime programs and activities in the seven Eastern Caribbean countries to which the Embassy is accredited and the Regional Security System. To facilitate this, and to assist with other INL-related Mission

activities, the incumbent develops and maintains an extensive list of appropriate level contacts in these countries and serves as a liaison for Mission officers with these contacts.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### % OF TIME

- |   |     |
|---|-----|
| a. To ensure that good quality products are acquired at competitive prices, the incumbent carefully selects vendors and, in compliance with USG contracting regulations and Embassy policy, negotiates prices and purchases expendable supplies and non-expendable property in support of counter-narcotics and other anti-crime programs and activities in the seven Eastern Caribbean countries to which the Embassy is accredited and the Regional Security System. Maintains oversight of contract (purchase orders) and vendor performance and service.              | 35% |
| b. Establishes and maintains contacts with host nation personnel, including to ascertain equipment requirements and advise the INL Director accordingly; serves as intermediary between vendors and end-users and between host country contacts and Mission officers; assists in carrying out the delivery of equipment and end-use monitoring. Conducts end-use monitoring of equipment and services.  | 20% |
| c. Writes reports and creates and maintains records, including on the status of procurements and informs the Director of INL of any potential problems relating to procurements and/or their end-use. Manages and carries out administrative duties including those associated with procurement, inventory, accounting and end-use monitoring. Assists with additional projects as needed.  | 15% |
| d. Arranges travel for training participants.   | 10% |
| e. Prepares scopes of work for projects carried out in support of counter narcotics and other anti-crime programs and activities in the seven Eastern Caribbean countries to which the Embassy is accredited and the Regional Security System. Obtains and prepares specifications, estimates and costs. Holds pre-proposal conferences with contractors. Selects contractors and oversees projects to ensure consistency with scope of work.   | 10% |
| f. Working with the Embassy's General Services Office, arranges for the delivery of goods to U.S. Embassy Bridgetown and/or to the end-using host government agency. Establishes and maintains inventory controls to monitor the arrival of goods and their delivery to end-users. Reviews all invoices for/property and services received and prepares receiving and inspection reports. Assists Embassy country team by performing miscellaneous tasks as required during visits by VIP's. Performs unclassified back-up duties for INL Administrative Assistant. (10%) | 10% |

*\*\*Note: This PD in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

##### a. Education:

Minimum education required is a high school diploma

##### b. Prior Work Experience:

Two years of progressively responsible experience in the field of procurement or contracting regulations and procedures, or supply systems management, logistics, or administration.

##### c. Post Entry Training:

PA 247: Commercial Acquisitions Workshop

PA 297: Purchase Card Training Program

PP 420: INL Program and Project Management

PP 421: INL Financial Management

##### d. Language Proficiency:

Level IV (Fluent) Speaking/Reading English is required

**e. Job Knowledge:**

Must be able to learn and apply USG procurement regulations and Embassy/INL procurement policies and priorities. Must be able to work with technical information and specifications of law enforcement equipment, electronic equipment and building construction. Must have a familiarity with Embassy counter-narcotics objectives. Must have a good grasp of institutional relationships among host country law enforcement and related agencies and their roles in narcotics issues.

**f. Skills and Abilities:**

Must be able to work independently and with colleagues in a multi-tasking environment. Incumbent should possess a pleasant demeanor when dealing with contacts. Must be able to develop a wide range of contacts in a number of countries and work settings. Ability to manage, implement, and conduct inventory controls of equipment and IT resources. Must be able to recommend economically sensible procurements, arrange deliveries, and carry out end-use monitoring in an efficient, effective manner, including through careful planning ahead. Must be able to write coherent, logical reports on procurement actions. Must be able to develop new, innovative approaches as appropriate to make procurements and deliveries more timely and efficient.

**16. POSITION ELEMENTS****a. Supervision Received:**

INL Director

**b. Supervision Exercised:**

None

**c. Available Guidelines:**

INL Procurement Policies and Procedures; INL Procurement and Policy Guide; other INL and USG policy guidelines and regulatory publications; 6 FAM; FAR; DOSAR.

**d. Exercise of Judgment:**

Decisions on the quality and price competitiveness of goods and services to be purchased based on an understanding of the environment in which the goods and services will be used. Observations as to the appropriateness of the end-use of goods and services purchased. Represents the USG and USG procurement policy in contacts with host government officials. Assists Mission officers with making and maintaining contacts with appropriate officials in host countries.

**e. Authority to Make Commitments:**

No authority to make commitments of USG resources. Can recommend only.

**f. Nature, Level, and Purpose of Contacts:**

All levels of American and Direct-hire employees, local and overseas vendors, contractors, shippers, State Department and other USG agency officials, mid- to senior host government officials, for the purpose of carrying out procurement, delivery and end-use monitoring tasks.

**g. Time Expected to Reach Full Performance Level:**

One (1) year