

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

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| 1. POST KAMPALA | 2. AGENCY STATE | 3a. POSITION NO. |
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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 | PURCHASING CLERK FSN-810 | 6 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. POST TITLE POSITION (if different from official title) PROCUREMENT CLERK | 7. NAME OF EMPLOYEE |
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| 8. OFFICE/SECTION U.S.EMBASSY KAMPALA | a. First Subdivision ADMINISTRATIVE OFFICE |
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| b. Second Subdivision GENERAL SERVICES OFFICE | c. Third Subdivision PROCUREMENT SECTION |
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| <p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p> | <p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p> |
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| <p>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.</p> <p>_____ Typed Name and Signature of American Supervisor Date (mm-dd-yy)</p> | <p>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.</p> <p>_____ Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)</p> |
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13. BASIC FUNCTION OF POSITION

Responsible for all aspects of procurement functions for State Dept., DAO, Refugee, NIH, CDC and other agencies under the supervision of the Procurement Supervisor. This includes utilizing Ariba Contracts to prepare documents and purchase orders, dispatching the same to vendors and tracking of these orders to ensure delivery and eventual payment and closure of file. Purchasing a variety of "off the shelf" commodities.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

PROCUREMENT REQUESTS:

Receive and review procurement requests for supplies. Research of availability is by phone, fax and personally going to stores to find requested products. Once product availability is assured, negotiate for best price. After receipt of quotations verify that they are in conformity with Federal Acquisition Regulations and local commercial requirements.

30%

PURCHASE ORDER: Prepare purchase orders on the basis of competitive process, obtain approval by authorized sections. Deliver to vendor the vendor copy and provide delivery instructions, distribute to relevant sections, monitor and follow up to ensure prompt delivery of items and services. 30%

PROCESSING PAYMENT: Ensure that vendor payments are made in a timely manner in compliance with the prompt payment act. Request invoices, verify accuracy with order and receiving reports and process payment and send vouchers requesting for checks to B/F, follow up with the payment and advise vendors on expected time of payment. 20%

MARKET RESEARCH: Establish and maintain good working contacts with vendors. Monitor the local market to find out what new stores will open and visit them after opening. Prepare and maintain an up-dated local vendor's register, open, maintain and retire files. 15%

PETTY CASH TRANSACTIONS: Prepare petty cash advance vouchers, obtain authorization and get cash from cashier. Inspect and verify items, pay vendors and deliver order to GSO receiving section. Prepare vouchers for cash reconciliation.

5%

OTHER DUTIES: Back-up for Procurement Assistant and any other duties requested by GSO, Procurement Supervisor, Data posting for the procurement tracking system, maintain the section's library of catalogs and purchasing a variety of "off-the-shelf" items as assigned by GSO.

This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her Agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
A diploma in Procurement and Logistics Management or Purchasing and Supply Management is required.
- b. Prior Work Experience
Two years' experience in procurement, purchasing or supply management is required.
- c. Post Entry Training
N/A
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level III (Good Working Knowledge) Speaking/Reading/Writing in English is required.
- e. Knowledge
Grasp U.S. Government regulations and their application to specific situations, in-depth use of catalogs and equipment indexes is required.
- f. Skills and Abilities
Good organizational skills, sense of priorities, ability to understand and process various types of USG documents, computer skills in various programs.

16. POSITION ELEMENTS

- a. Supervision Received

General Services Officer and Procurement Supervisor.

- b. Available Guidelines
Vendor Catalogs, verbal and written instructions.
- c. Exercise of Judgment
Differentiate between routine, priority and emergency requests.
- d. Authority to Make Commitments
None
- 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
52 weeks.