



U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST

Bogota

2. AGENCY

3a. POSITION NO.

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

b. Other

c. Proposed by Initiating Office

6. Post Title Position (if different from official title)

LOGISTICS COORDINATOR

7. Name of Employee

8. Office/Section

International Narcotics and Law Enforcement (INL)

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.

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)

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 Chief or Agency Head

Date (mm-dd-yyyy)

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.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function Of Position

Under the supervision of Bogota's International Narcotics and Law Enforcement Affairs (INL) Officer in charge of the Rural Engagement Program, the incumbent is responsible for a foreign assistance program's administration and supports all program and project execution plans including End Use Monitoring (EUM) and logistical coordination. Incumbent has incidental driving duties.

14. Major Duties And Responsibilities

% OF TIME

Logistics Management

55%

As the section logistics coordinator, coordinates the receiving, storing, issuing, requisitioning, ordering and record keeping of an inventory of expendable and non-expendable equipment, materials, property (both real and personal), at locations throughout Colombia. Performs all required property management procedures to comply with DOS property management requirements.

Drafts purchase requests (PRs) in the ARIBA system after preparing contractor technical evaluations criteria as part of the solicitation package. Serves as Contracting Officer's Representative (COR) and Grant Officer's Representative (GOR) for amounts ranging from \$ 100,000 to \$ 3,000,000 extending up to 5 years.

Provides travel support for program team managers, arranges meetings and transport for the program staff engaged in operations such as coordinating, monitoring and evaluation activities for the materials and equipment.

Prepares reports ensuring effective program and project implementation on weekly, monthly, quarterly and annual basis for INL Bogotá and INL Washington. Helps determine key process indicators (KPIs) for projects regarding financial and operational aspects of the projects and the program.

Coordination Program for End Use Monitoring (EUM) and EUM visits

25%

Acts as the primary liaison between INL and host government counterparts regarding the delivery of goods and services to host nation counterparts. Coordinates with INL warehouse vendors and Government of Colombia (GOC) counterparts to ensure items are received at the time, place and condition as procured and requested.

To ensure proper end use monitoring, coordinates program team travel schedules with INL EUM property team and accompanies the EUM team to ensure that donated items are properly used by Government of Colombia (GOC) counterparts. Suggests procedures and activities to improve the control of donated goods and services and prepares trip reports for the program director. The EUM property includes vehicles, aircraft, aircraft parts, weapons, fuel, and building supplies amounting to over 45,000 items with over \$100 million in value. Proper review of EUM results in critical impact to demonstrate how the host country programs have benefited from INL financial and logistics support. Drives incidentally when required.

Program and Project Coordination

20%

Acts as liaison for operational and logistical tasks between the INL Bogota logistics team, program teams, and several other offices within the Embassy and the program office in INL Washington, DC. Networks and builds an informal support team for the program. Develops strong, professional relationships with Embassy management service providers, INL Bogota management service providers, vendors and contractors, and host nation government program partners. Provides leadership to this informal support network to achieve program and project goals in a timely and high quality manner.

Collaborates with the program director to ensure that the program team members adhere to project management systems and processes. Coordinates and monitors travel and meeting schedules for all program team members for efficient use of transportation; optimizing project execution and monitoring team travel, ensuring program staff involvement with EUM schedules. The incumbent is responsible for an imprest fund (petty cash) advance between \$200 and \$900, depending on the size of the program.

Liaises between the program director and INL HR unit for personnel recruitment actions.

Ensures that program related issues, needs and challenges are addresses in a timely manner, bringing issues to the attention of the program director and the team members. Participates in discussions to resolve issues and executes actions to bring closure to logistical issues and challenges.

This position description 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:

Bachelor's degree in Administration, Industrial, Operations or System Engineering, Logistics, Project Management or International Business is required.

b. Prior Work Experience:

A minimum of five years of progressively responsible experience in the administrative and/or logistics fields, including at least two years of experience in project management and coordinating and executing projects with the Colombian government entities, Colombian military forces, Colombian National Police, and/or Colombian Corrections System is required.

c. Post Entry Training:

- On the job training: INL procedures and applicable regulations, Sub-cashier training
- PA453 - Ethics Orientation for New Locally Employed Staff.
- EX251 - Annual Counterintelligence Awareness Training for un-cleared Americans and LE Staff.
- PA459 - Protecting Personally Identifiable Information.
- PY220 – Introduction to Grants and Cooperative Agreements, DL
- PY222 – Monitoring Grants and Cooperative Agreements, DL
- PY224 – Federal Assistance and the Office of Management and Budget, DL
- PA296 – How to be a Contracting Officer’s Representative
- Project Management Systems Training
- ILMS Tutorials for Requestors (ARIBA)
- Smith System Training (Driving Skills)
- PA229 – Simplified Acquisitions (DL)
- Federal Acquisition Training – Management Concepts training 1091, Scopes of Work Workshop (virtual/distance learning).
- PA244 - Travel Policy and Procedures at Post (DL)
- PP422 - INL Contract Administration, Procurement Policies and Procedures

d. Language Proficiency:

English Language Level 4 (fluent) is required. Spanish Language Level 4 (fluent) is required.

e. Knowledge:

- Intermediate knowledge of U.S. government procurement and contracting laws, regulations, and procedures is required.
- Intermediate knowledge of State Department regulations for receiving goods and services, and donating commodities for foreign assistance programs is required.
- Intermediate knowledge of project management, logistics management, event planning, VIP visit support, group travel planning is required.
- Intermediate knowledge of team management techniques is required.
- Intermediate knowledge of general office procedures is required

f. Skills and Abilities

- Intermediate level of interpersonal, analytical and problem-solving skills is required.
- Advanced leadership skills and self-motivation are required.
- Must exercise good judgment in complex situations.
- Must be able to coordinate work activities with, and for, team leaders and other coworkers.
- Must be able to work independently and as a member of a diverse and dynamic team.
- Must be able to write technical documents, such as scopes of work, technical evaluation criteria for services, construction projects and commodities.
- Must have the ability to speak in front of a group and give effective presentations to convey information, provide project status, and to convince the audience to take a recommended course of action.
- Intermediate skills in the use of Microsoft Office suite are required.
- Must have the ability to establish and maintain effective working relationships with both external and internal contacts.
- Must possess a valid Colombian driver’s license and good ability to drive a government owned vehicle.

16. Position Elements

a. Supervision Received:

The incumbent will be supervised by the INL Narcotics Affairs Officer (10-400000).

b. Available Guidelines:

- INL Financial and Program Management Handbook.

- INL Procurement and Contracting guidelines.
- INL Standard Operating Procedures at Post and from Washington, DC.
- Foreign Affairs Manual and Foreign Affairs Handbook and Federal Acquisitions Regulations (FAR).
- U.S. Embassy Bogota policies and procedures.

c. Exercise of Judgment:

The incumbent normally receives basic instructions on day-to-day work and receives general instructions on new assignments. The incumbent establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Critical documents in draft stage are cleared by the supervisor or program manager. For typical day-to-day work, only the final results are reviewed.

d. Authority to Make Commitments

Able to make commitments on behalf of the U.S. government within the duties and responsibilities of a contract officer representative or grants officer representative. With prior approval through the purchase management system (ARIBA), able to use government to complete approved transactions.

e. Nature, Level and Purpose of Contacts:

Must deal clearly and tactfully with INL superiors and peers, all other embassy personnel and Colombian officials as well as INL personnel and TDYers, and external auditors. Primary contact for contractors, human resources offices, security offices, customer service teams, and other contracted entities. Also has contact with external vendors and/or Government of Colombia GOC entities during coordination of visits or logistics issues for INL events. The purpose of these contacts is to increase cooperation between the U.S. Embassy and outside entities; and to plan, execute and evaluate joint projects; maximize the effectiveness of INL programs; and to promote cooperation among a wide variety of teams, office and organizations.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One (1) year.