

**Purchasing Agent, Resource Management and Budget  
AD 1105 - 00  
Job Announcement**

**Arlington, VA**

**(\$43,684 – \$84,044)**

**Introduction:**

The Purchasing Agent position is located in the Arlington, VA, Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent reports directly to the Director for Resources and Budget in the Management and Support Directorate.

**Duties:**

Performs a full range of pre and post award procurement actions. Executes contracts, purchase orders and task/delivery orders for a wide range of services, supplies, equipment, and construction utilizing a variety of acquisition methods. Analyzes requirements and recommends necessary revisions to requesting organizations to clarify requirements and obtain approvals. Develops procurement packages to include appropriate justifications and approvals, specifications, independent government cost estimates, reporting requirements, security requirements, evaluation criteria, and any other required documentation. Executes contracts, purchase orders and task/delivery orders requiring detailed specifications for various types of supplies and services using simplified acquisition procedures. Administers and closes out contracts, including review of submittals, bonds, payrolls and insurance information from contractors and develops notice to proceed, show cause/cure notices and other contract documents when appropriate. Executes required purchase orders and delivery orders against enterprise/indefinite delivery type contracts, Federal Supply Schedules, Federal Prison Industries, established Blanket Purchase Agreements (BPA) and places call on BPAs. Performs full range of preaward procurement actions that are complex in nature, where seasoned judgment is required to determine method and process for procurement. Prepares requests for quotes (RFQ's), and requests for proposal (RFP).

Prepares technical evaluation sheets for evaluators, schedules technical evaluations by requiring team reviews of evaluations for accuracy. Schedules, coordinates, and attends site visits for offerors, controls discussions, and amends solicitations to address changes in requirements. Prepares full range of procurement documents, including determinations to use options, sole source justifications, price reasonableness determinations, etc. Negotiates procurement actions with contractors and requisitioners, tailors standard clauses, adheres to small business set-aside procedures and completes reporting instruments necessary to finalize the contract. Prepares sources sought synopses, conducts market research, and assists requiring activity in locating hard-to-find sources or in efforts to increase competition.

Administers contracts and orders to assure all terms and conditions are met. Independently administers contracts and orders. Takes corrective action when items are

delinquent, wrong items are received or other problems arise related to the contract/order and payment by Army/DFAS/State as applicable. Processes termination/cancellation actions, when required and prepares modifications to orders, when necessary.

### **Knowledge Requirements:**

Knowledge of a wide range of technical purchasing methods, principles, and practices to perform the full scope of purchasing work such as negotiating and awarding bilateral purchase orders. These actions may require extensive monitoring and oversight to resolve problems and coordinating/discussing these or similar problems with contractors and agency personnel at all levels. Knowledge of solicitation or purchasing methods, to make competitive or sole source acquisitions that involve collecting data to determine price reasonableness, preparing detailed written solicitations, tailoring special terms and conditions, or other matters of similar complexity. Knowledge of price analysis techniques to evaluate prices or costs. Knowledge of post-award procedures to discuss equitable price adjustments for modifications to orders, determine whether to recommend termination of an accepted order, request consideration or perform similar actions.

### **Key Requirements:**

Candidates for this position:

- may be considered essential to the overall support of the SIGAR mission. If considered emergency essential, failure to meet emergency essential requirements may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).
- may be required to submit an Executive Branch Confidential Financial Disclosure Report.
- must complete a Form SF 312, Classified Information Nondisclosure Agreement.
- must be eligible for and be able to maintain a Secret clearance.

May require travel to Afghanistan. In support of this travel, the incumbent will be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

### **Reemployment of Annuitants:**

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

**Applicants should send a resume by email to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil). Please have "Purchasing Agent" in the subject line.**