

**Procurement Analysts Position Description**

The incumbent provides technical and administrative expertise and guidance to a professional and administrative staff developing, implementing, and administering a wide range of contractual actions, programs, and initiatives to enhance operational support for desk officers worldwide and establish closer collaboration between desk officers and the purchase card team for improved DOS customer experiences, including GSOs, FMOs, Cardholders and Non-Cardholders. They perform a range of contractual responsibilities and provides authoritative advice, regarding policies, procedures, and official interpretations to clients worldwide. In addition, the incumbent provides advice and guidance to project and program offices, Department policymakers and stakeholders on the wide range of operations, initiatives and innovations associated with acquisitions/procurements. They frequently collaborate with clients on the full range of policy and operational issues. Contractual arrangements, acquisitions and procurements often involve sensitive and/or classified information, services, materials and/or equipment, therefore, the incumbent must be able to obtain and maintain a top-secret clearance.

[Contracting Series, 1102 (opm.gov)](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/)