



Job Announcement

Position Title: **Contracts Officer**
Duty Station: **Kabul**
Reports To: **Contracts Manager**
No. of Position: **1 Position**

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's Procurement department is seeking a qualified candidate for a full time position as Contracts Officer based in Kabul.

Key Outcomes Include:

Foster the efficiency and the implementation of the contracts management in the procurement department, while the contracts officer perform the actual contract monitoring and assist in the contracts management, the contracts officer shall assist the department to ensure rules and regulations in effect are applied in full force and effect.

Position Summary:

The position is to support the implementation of AUAF contracts and ensure quality work performed by these contracts, in addition to ensure that all applicable rules and regulations are in place.

Responsibilities:

- Help and support the Senior Contracts Specialist for and/or delegate and oversee all contract administration and contract management functions as assigned per delegated authority from the Senior Contract Specialist. Correspond as necessary with USAID Program Manager At AUAF and other donors for assigned projects, including but not limited to the following:
- Monitoring compliance with the terms and conditions of the contracts and cooperative agreements and developing and implementing spot checking plans

- Draft, negotiate subcontracts/subawards ensuring appropriate regulations, terms and conditions are included in the subcontract/subaward.
- Develop and draft amendments to subcontracts/subawards.
- Educate subcontractors/subawardees on US Government regulations, monitor compliance, perform spot checks and provide follow up training as necessary.
- Review subcontractor/subawardee invoices for assigned projects as per delegated authority.
- Work with finance team to review and monitor payments.
- Draft and review all payments requests.
- Develop and monitor tracking sheets and other checklists to monitor the implementations of the contracts.
- Monitor contracts performance review for contractors and documents the process
- Monitoring of compliance with terms and conditions of the contract.
- Prepare tracking tools on contracts, BPAS, POS, services agreements and others that include but not limited to, end date, vetting's dates and expiry dates for all contracts, payments tracking sheets and delivery status and other tracking as necessarily.
- Advise/assist/monitor other department's staff on the applicable regulations governing their work. As needed, formally and informally educate other department's staff on contract compliance issues and operational topics. Keep record of all communications with internal and external stakeholders.

Essential Qualifications:

- The position requires the incumbent to reside in Afghanistan
- Bachelor Degree in Accounting, Business administration or related field
- 3 to 5 years of experience working with USAID prime contractors.
- Experience working with USAID finances and USAID contracting is a must.

Skills:

- Interpersonal skills
- USAID rules and regulations knowledge and experience
- Communication skills
- Detailed oriented

Submission Guideline:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include "**Contracts Officer**" in the subject line of your email.

Application Deadline:

All applications must be submitted on or before April 21, 2019. After reviews of the applications, formal interviews for the finalists will be set up on the AUAF campus.