



Job Announcement

Position Title: Senior Contracts Specialist
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 Senior Contracts Specialist based in Kabul.

Key Outcomes Include:

Foster the efficiency and the implementation of the contracts management in the procurement department, while the senior contracts specialist perform the quality assurance and assist in the contracts management, the senior contracts specialist 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:

- Work with other contracts personnel to complete the required and requested subcontracts for the AUAF.
- Draft subcontract agreements and other compliance related documents as needed, ensuring that all documents are in compliance with AUAF policies and procedures, and USAID rules and regulations, including Federal Acquisition Regulations (FAR) requirements.

- Establish and maintain a clean, thorough filing system (electronic, paper, binder) for all subcontract related documents. Ensure the management of all filing systems, binders, records, spreadsheets and documents are maintained audit ready at all times daily.
- In collaboration with the Contracts Manager the Senior Contract Specialist will need to conduct periodic testing of the contract processes from start to finish to ensure timeliness and cost effectiveness in line with all relevant policies, procedures, and regulations as noted above.
- Work directly with local, regional or international subcontractors and service providers to obtain quotations and/or initiate subcontracts of requested commodities and services.
- Support request for proposal (RFP) and bid analysis processes in compliance with AUAF policies and procedures, FAR and all of the United States Government procurement rules and regulations.
- Facilitate communication and follow-up documentation with subcontractors during the bid phase to guarantee transparency. Document all communications to include but not limited to email communication and responses, telephone calls and in person meetings.
- Assist and coordinate as assigned and or directed by the AUAF with technical and administrations staff in developing scopes of work and bid documents for all subcontract activities.
- Assist, and coordinate with the AUAF Procurement staff on vendor and subcontractor negotiations regarding cost and terms of the purchase orders and service agreements. Process and facilitate vendor and subcontractor payments timely.
- Draft subcontracts, bid matrix, technical and cost review documents, modifications, spreadsheets, Memorandum of Record, prepare and document subcontract issues and receipt documents, Request For Proposal (RFP), Negotiation Memorandums and Award Memorandums and other compliance-related documents as required.
- Coordinate and perform cost and technical reviews on received RFP's.
- Support effective and efficient receipt and assignment of goods for internal and external audiences and purposes. Ensure receiving process and payment is accurate by matching documents with the subcontract, deliverables, terms and conditions and invoice.
- Understand the Goods Receipt Notes (GRN) and Services Receipts Notes (SRN) processes requirement and how it impacts the subcontract process.
- Prepare routine trackers, excel spreadsheets and special reports on subcontract activities for submission to the AUAF Management as requested.
- Prepare and maintain the subcontracts tracker daily.
- Required to maintain electronic up to date share drive and hard binder folders.
- Ability to create and review Bill of Quantities (BOQ).

- Experience and understanding of construction related project work in commercial, industrial and residential environment is desired. Craftsman, supervisory and or management level of construction expertise related to subcontracts is desirable.
- Ability to read and translate accurately Dari and Pashto to English is desirable.
- Provide support in all aspects of the subcontracts implementation and works.
- Work closely with technical and operations staff to ensure technical and financial documents are attached to all contracts. Ensure all documents are clear, concise, and complete. As required for effective and efficient subcontract development. Ensure the documents are in compliance with the required subcontract deliverables, terms and conditions.
- Assist in subcontracts approval, disbursement, and compliance.
- Prepare a subcontract and grants database and enter all relevant data in subcontract database, in a complete, accurate, and timely manner. Extract required reports from database as required and requested.

Essential Qualifications:

- The position requires the incumbent to reside in Afghanistan
- Bachelor Degree in Accounting, Business administration or related field, Master will be preferred
- Minimum 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 "**Senior Contracts Specialist**" 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.