



## **Job Announcement**

**Position Title:** Procurement Officer  
**Duty Station:** Kabul  
**Reports To:** Senior Procurement Specialist  
**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 Procurement Officer based in Kabul.

### **Key Outcomes Include:**

Foster the efficiency and the implementation of the procurement management in the procurement department, while the procurement officer perform the quality assurance and assist in the procurement management, the procurement 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 procurement and ensure quality work performed by these activities and processes, in addition to ensure that all applicable rules and regulations are in place.

### **Responsibilities:**

- Monitor, track and expedite all AUAF procurement activities;
- Update the procurement database component on tracker and dynamics GP.
- Ensure that all procurement files are accurately maintained with both physical copies and Dynamics GP versions synchronized.
- Review Requests for Procurement from AUAF staff; ensure requests are properly logged in the dynamics GP system, coordinate purchasing either locally or internationally with the consideration of AUAF procurement policy.

- Track the process of purchasing requests from AUAF staff to ensure timely and accurate completion; provide regular updates to requestors; recommend customized reports from Dynamics GP to facilitate effective tracking.
- Locate and identify potential vendors and suppliers both domestically and internationally.
- Prepare and issue RFQs and RFPs
- Supervises personnel with procurement responsibilities in area offices.
- Conduct cost/price, quality and past performance/timeliness review of bids received.
- Procure low-dollar, high-volume commodities and small purchases;
- Ensure procurement is conducted in compliance with Federal Acquisition Regulations (FAR).
- To work with international and national staff members and help/respond to their requests.
- Manage vendor relationships, contacts, and pre-qualifications lists;
- Provide input related to project procurement for financial and other reports;
- Work with other departments to obtain necessary approvals and documentations.
- Carry out other procurement functions as required.

#### **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](mailto:nationaljobs@auaf.edu.af) Applications are accepted in English only. Please include "**Procurement 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.