

## Vacancy Announcement

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| <b>Position Title:</b> | <b>Procurement Specialist</b>                   |
| <b>Reports To:</b>     | <b>Procurement Manager/Procurement Director</b> |
| <b>Reports From:</b>   | <b>None</b>                                     |
| <b>Location:</b>       | <b>Kabul, Afghanistan</b>                       |
| <b>Vacancy Number:</b> | <b>AF-030-2019</b>                              |

### 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 Specialist based in Kabul.

### Key outcomes include:

- Manage routine Purchase Requisitions received from various departments.
- Fulfill the designated goal set by the Procurement Head.

### Duties and Responsibilities:

- Coordinates activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, advertising and reviews requisitions;
- Preparing cost comparative sheet, Negotiation Memorandum and contract.
- Procurement process of goods, works, and services above 3,000 USD.
- Determines method of procurement, such as direct purchase or completion;
- Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority;
- Draft Purchase Orders, Contracts and BPAs;
- Keep update the Procurement Tracker on timely basis and provide a Procurement Status sheet to Procurement Director on regular basis;
- Establish and maintain list of qualified vendors who are willing and capable of providing quality products in competitive price;
- Ensures AUAF Procurement Policy and purchasing procedures is maintained and fully applied in day to day procurement activities;
- Ensures that transparency and integrity is fully maintained in day to day procurement activities;
- Back-up the Procurement Manager, when he/she is not available;

- Identify the most appropriate procurement approach in handling procurement activities.
- The incumbent should be able to prepare REOs/ RFPs/RFQs/SBD/Contracts and Shopping documents in the light of the AUAF Procurement regulations.
- The Procurement Specialist shall provide overall procurement guidance and support before, during and after the bidding/selection process to the assigned opening/evaluation committees and Procurement Unit.
- The incumbent should be able to draft, review award notifications, contract/agreements.
- Should be able to report on a daily, weekly, monthly and quarterly progress report to the Head of Procurement Unit
- Ensures all required documentation is reviewed by Procurement Specialist and approved by delegation of authority holder prior to purchase according to approval process.
- Circulate procurement documents for process and signature of relevant project staff
- Facilitate communication and follow-up documentation with vendors during the contract
- Responsible for preparing PO (Purchase order) to local vendor and international vendors
- Responsible for preparing the Technical/financial proposals and submit to procurement Director for Review and further process
- Collection of all the receipts, bills and invoices of the project from vendor and supplier
- Ensure invoices are received from vendors in a timely manner and submits them to Finance department for further payment process.
- Ensure timeliness and cost effectiveness are in line with all relevant policies, procedures
- Monitor, track and expedite all procurement activities in collaboration with Procurement Manager.
- Ensure that all Procurement files are accurately maintained with both physical and scanned copies.
- Track and process procurement requests to ensure timely and accurate completion and provide regular updates to requestors.
- Prepare and issue Requests for Quotations (RFQ) and Request for Proposal (RFP). Conduct cost/price, quality and review of bids received.
- Procure commodities and render services as required.
- Review purchase orders for completeness and correctness and obtain acceptance of vendor and approval from AUAF signatory.
- Collaborate closely with Operations Director as required.
- Ensure that PAR, PO and BPA trackers are up to date and complete.
- Review payment packages for completeness before submission to Finance Department.
- Guide and mentor Procurement Assistants to perform effectively.

**Required Qualifications:**

- Bachelor's Degree in Business Administration with 5 years' experience in the related field.
- 2 years of relevant experience working with USAID funded programs.
- Demonstrated practical knowledge and understanding of procurement policies and procedures;
- Ability to work independently and work as a team member.
- Proficiency with Microsoft Word, Excel and Power Point;
- English language proficiency (speaking and writing).

**Required Skills:**

- Management and team leadership ability.
- Having the required skills in general management.
- Writing and communication ability in professional and related area.
- Excellent working knowledge and experience administering government subcontracts with FAR regulations is essential.
- Strong judgment and a commitment to fair and ethical procurement practices
- Ability to work under pressure.
- Excellent interpersonal and communication skills.
- Excellent organizational skills.
- Highly computer literate, including e-mail, word processing and spreadsheet management skills.

**Submission Procedure:**

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 Specialist**” in the subject line of your email.

**Application Deadline:**

All applications must be submitted on or before August 07, 2019. After reviews of the applications, formal interviews for the finalists will be set up on the AUAF campus.